



**WEST VIRGINIA SECRETARY OF STATE**

**MAC WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

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Office of West Virginia  
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE EXEMPT, INTERPRETIVE OR PROCEDURAL  
RULE**

AGENCY: Education

TITLE-SERIES: 126-136

RULE TYPE: Legislative  
Exempt

Amendment to Existing Rule: Yes

Repeal of existing rule: No

RULE NAME: Minimum Requirements for the Licensure of  
Professional/Paraprofessional Personnel and  
Advanced Salary Classifications (Policy 5202)

CITE STATUTORY AUTHORITY: W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler,  
180 W. Va. 451, 376 S.E.2d 839 (1988); and, W. Va. Bd. of Educ. V. Bd. of  
Educ., 239 W. Va. 705, 806 S.E. 2d 136 (2017)

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

April 15, 2019

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**William C Burch -- By my signature, I certify that I am the person authorized to file  
legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

**126CSR136**

**TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION**

**SERIES 136**

**MINIMUM REQUIREMENTS FOR THE LICENSURE OF PROFESSIONAL/PARAPROFESSIONAL PERSONNEL  
AND ADVANCED SALARY CLASSIFICATIONS (5202)**

**126-136-1. General.**

1.1. Scope. -- This rule establishes the minimum requirements for the licensure of educational personnel to be employed in the public schools of West Virginia.

1.2. Authority. -- W. Va. Constitution, Article XII, §2, W. Va. Code §§18-1-1, 18-2-5, 18-4-2, 18-8-1, 18-10E-1, 18A-2-9, 18A-2-12, 18A-3-1, 18A-3-1a, 18A-3-1b, 18A-3-1c, 18A-3-1d, 18A-3-1e, 18A-3-1f, 18A-3-1g, 18A-3-1h, 18A-3-1i, 18A-3-2, 18A-3-2a, 18A-3-3, 18A-3-3a, 18A-3-6, 18A-3-7, 18A-3-10, 18A-3A-2d, 18A-3A-3, 18A-3C-3, 18A-4-1, 18A-4-2a, 18A-4-2b, 18A-4-3, 18A-4-4, 18A-4-7a, 18A-4-8, 18B-1B-1, 18A-4-8e, 29B-1-4, and 30-20A-2.

1.3. Filing Date. -- March 14, 2019.

1.4. Effective Date. -- April 15, 2019.

1.5. Repeal of Former Rule. -- This rule amends W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications, filed November 9, 2017, and effective December 11, 2017.

**126-136-2. Summary.**

2.1. This policy outlines the minimum requirements for the various licenses approved by the West Virginia Board of Education (WVBE), and issued by the State Superintendent of Schools (State Superintendent), to educators and paraprofessionals who wish to work in West Virginia's public schools. This policy also outlines the qualifications for advanced salary classifications. Important terminology is defined, governing principles are identified, and the criteria for issuance of each license and salary classification are established. Guidance for applying for certification and licensure is provided through the WVDE website at the Office of Certification and Professional Preparation.

**126-136-3. Purpose.**

3.1. The primary purpose of licensure is to assure the public that educators, paraprofessionals, and others licensed to work in West Virginia's public schools meet established levels of competence to deliver an appropriate and effective educational program to the state's public school students. Licensure requirements established in this policy provide a means of ensuring that persons employed in West Virginia public schools have the necessary knowledge and skills to meet the responsibilities of their professional assignments in instruction, student support, administration, and any other areas of responsibility for which licensure is required.

3.2. The licensure system defined in this policy supports: the proposition that licensure patterns and specializations should meet the needs of students; and the mobility of qualified educational personnel.

**126-136-4. Definitions.**

4.1. Academic Major. At least 21 semester hours of coursework from an accredited institution of higher education (IHE) taken in a single content area as identified on the official seal-bearing transcript or verified by the IHE from which the individual received his/her degree. The 21 semester hours of coursework must count toward completion of the degree and shall not include any hours reflecting remedial coursework.

4.2. Advanced Credential. A license awarded to educators upon completion of specific professional learning, coursework, and/or testing. For purposes of demonstrating subject matter competence, the Advanced Credential may include, but not be limited to, Certification by the National Board for Professional Teaching Standards (NBPTS), in content area and/or a master's degree (MA) or doctorate (Ph.D., Ed.D.) in the content area.

4.3. Advanced Salary Classification. The upgrading of an educator's salary classification to bachelor's plus 15 (BA+15), master's (MA), master's plus 15 (MA+15), master's plus 30 (MA+30), master's plus 45 (MA+45), or doctorate.

4.4. Ancillary Requirements. For purposes of implementing the National Association of State Directors of Teaching Education Certification (NASDTEC) Interstate Agreement, ancillary requirements include the following: minimum Grade Point Average (GPA), standardized testing or assessment, Evaluation Leadership Institute (ELI), mentoring, experience and graduation from an accredited IHE.

4.5. Appeal. A written request submitted by an individual for an appeal of denial for cause based on the provisions of §6.2.g. The appellant shall cite, in writing, the basis for the appeal and shall include evidence supplied by the appellant to support his/her contention.

4.6. Approved Career Technical Education (CTE) Preparation Program. An educational program delivered by a regionally accredited IHE, based upon West Virginia Department of Education (WVDE)-adopted CTE program objectives and other requirements, and which has the endorsement of the WVBE.

4.7. Approved Program. An educational preparation program delivered by a regionally accredited IHE; reviewed by the Educator Preparation Program Review Board (EPPRB), as required in W. Va. 126CSR114, Policy 5100, Approval of Educator Preparation Programs (Policy 5100) at §13, and approved by the WVBE, based upon adopted state standards that include pre-professional skills, content specialization, and professional education component requirements or a program for teacher certification that is an alternative to traditional IHE educator preparation programs (EPPs), includes a partnership with a West Virginia school system, and has been approved by the WVBE in accordance with W. Va. Code §§18A-3-1a through 18A-3-1i, and W. Va. 126CSR161, Policy 5901, Regulations for Alternative Certification Programs for the Education of Teachers (Policy 5901).

4.8. Associate's Degree (AA). An associate's degree from an accredited IHE which has been issued to, or for which the requirements for such have been met.

4.9. Bachelor's Degree. A bachelor's degree from an accredited IHE which has been issued to, or for which the requirements for such have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

4.10. Bachelor's Degree plus 15 (BA+15). A bachelor's degree from an accredited IHE plus 15 semester hours of approved coursework from an accredited IHE, approved to offer graduate credit, met by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.11. Beginning Educator. A classroom teacher with less than two years of teaching experience.

4.12. Beginning Educator Internship/Induction. A comprehensive system of support for classroom teachers designed to assist the educator during the first year or two of employment by providing a mentor, academic coach, or other professional support personnel or programs to guide her/him during the transition to a new job assignment and to promote professional growth, in accordance with W. Va. Code §18A-3C-3.

4.13. Board of Education. A legally constituted entity with hiring authority including the WVBE, WVDE, county board of education, or any non-public school or school system in West Virginia. Reference to county board of board of education as it pertains to licensure is construed to apply to public schools under the supervision of the WVBE or the WVDE.

4.14. Career Technical Education (CTE) Bachelor's Degree plus 15 (BA+15). Completion of the coursework for issuance of the CTE Certificate plus an additional 15 semester hours of approved coursework from a regionally accredited IHE.

4.15. Career Technical Education (CTE) Master's Degree (MA). Completion of the coursework for issuance of the CTE Certificate plus 30 semester hours of approved coursework from a regionally accredited IHE.

4.16. Career Technical Education (CTE) Master's Degree plus 15 (MA+15). Completion of the coursework for issuance of the CTE Certificate plus an additional 45 semester hours of approved coursework from a regionally accredited IHE.

4.17. Career Technical Education (CTE) Master's Degree plus 30 (MA+30). Completion of the coursework for issuance of the CTE Certificate plus an additional 60 semester hours of approved coursework from a regionally accredited IHE. A CTE educator who holds a permanent CTE Certificate and a bachelor's degree shall qualify for the MA plus 30 salary classification.

4.18. Career Technical Education (CTE) Master's Degree plus 45 (MA+45). Completion of the coursework for issuance of the CTE Certificate plus an additional 75 semester hours of approved coursework from a regionally accredited IHE. A CTE educator who holds a permanent CTE License and has completed a BA+15 semester hours of graduate credit shall qualify for the MA+45 salary classification.

4.19. Clinical Experience Permit. A credential issued to an educator (teacher, administrator, or student support) candidate who is both enrolled and in good standing as part of an in-state or out-of-state approved EPP, at an accredited IHE. The IHE must hold a current agreement with a West Virginia county board of education for the clinical experience placement.

4.19.a. Individuals may or may not have yet obtained a BA and are required to obtain this permit prior to beginning a clinical experience in a West Virginia public or non-public school as described in Policy 5100.

4.19.b. This permit shall not be considered an initial license since eligible individuals have not completed all program requirements for initial licensure.

4.19.c. This permit is not required for individuals who hold a valid or expired West Virginia Professional Teaching Certificate, Administrative Certificate, Student Support Certificate, First Class Full-Time Permit, Alternative Teaching Certificate, Out-of-Field Authorization, or Teacher-in-Residence (TIR).

4.20. Community Programs. Those early childhood education services provided in natural environments for children aged three to five. These include, but are not limited to, public or private childcare settings, private preschools, and Head Start. Community programs complement early childhood education services operated directly by county boards of education.

4.21. CTE Concentration. A CTE concentration is the focused study of knowledge and skills required for specific occupations and is reflective of specific endorsement recognized on the credential.

4.22. Conversion. The process of an educator completing requirements to upgrade from one level of certificate to another.

4.23. County Superintendent. The chief administrative officer of a county board of education in West Virginia.

4.24. Day. Calendar day.

4.25. Denial for Cause. A denial based on an applicant's not meeting the criteria for licensure established in the portion of W. Va. Code §18A-3-1j, which indicates that a certificate shall not be issued to any person who is not of good moral character and physically, mentally, and emotionally qualified to perform the duties for which the certification would be granted.

4.26. Doctorate. A doctoral degree from an accredited IHE approved to offer such degrees, which has been issued to, or for which the requirements have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

4.27. Duplicate Credit. Credit that covers substantially the same content for which the person has received previous credit.

4.28. Early Childhood Classroom Assistant Teacher (ECCAT) Temporary Authorization. A person who does not possess minimum requirements for the permanent authorization requirements, but is enrolled in and pursuing requirements. (Refer to W. Va. Code §§18A-4-8(36)–(38) and 18A-4-8(71).)

4.29. Early Childhood Classroom Assistant Teacher (ECCAT) Permanent Authorization. A person who has completed the minimum requirements for a state-awarded certificate for ECCAT that meet or exceed the requirements for a child development associate (CDA). Equivalency for the WVDE will be determined as the CDA or the West Virginia Apprenticeship for Child Development Specialists (ACDS). (Refer to W. Va.

Code §18A-4-8.)

4.30. Early Childhood Classroom Assistant Teacher (ECCAT) Paraprofessional Certificate. A person who has completed permanent authorization requirements, as well as additional requirements comparable to current paraprofessional certificate. (Refer to W. Va. Code §18A-4-8(38).)

4.31. Educator or Professional Educator. Shall mean the same as a teacher as defined in W. Va. Code §18-1-1.

4.32. Endorsement. The specialization(s) and grade levels appearing on any license which designate the program areas to which the holder can be legally assigned within the public schools of West Virginia.

4.33. Experience. A professional assignment consistent with the endorsement(s) identified on the educator's license(s).

4.34. Fee. For purpose of tuition reimbursement only, in accordance with W. Va. Code §18A-3-3a, fee refers to any mandatory cost associated with tuition, as assessed by the IHE, excluding payment for books and supplies.

4.35. Graduate Credit. Graduate level credit earned at an accredited IHE and approved to offer graduate credit.

4.36. Hearing. The part of a session devoted to the taking of evidence or presentation of argument during the Licensure Appeal Panel's adjudication of an appeal.

4.37. Initial License. The first license issued to an individual by the State Superintendent or the WVDE under Policy 5202 or W. Va. Code §18A-3-1.

4.38. Institution of Higher Education (IHE). An accredited college or university. An IHE is accredited by the official accrediting state agency in which the IHE is located, and by one of the regionally accrediting agencies recognized by the Council for Higher Education (CHEA), by one of the National Faith-Related Accrediting Organizations recognized by CHEA and the US Department of Education (DE), or by the Accrediting Council for Independent Colleges and Schools, to award degrees at stipulated levels (BA, MA, and/or doctorate).

4.39. Instructional Technology or Educational Technology. A research-based, systemic approach to define, understand, design, utilize, implement, manage, and evaluate appropriate educational technology applications, resources, and tools aligned to state-approved content standards for instruction to improve student learning.

4.40. International Credential Evaluation. An official evaluation report of international credentials that provides interpretation of such credentials and determination of the equivalency of educational programs, degrees awarded, and/or grades achieved to international and/or United States standards that demonstrates academic and/or professional achievement based on authentic documents and produced by an international credential evaluation service recognized by the Association of International Credential Evaluators or the National Association of Credential Evaluation Services. For purposes of advance salary classification, the report shall include the number of equivalent semester hours completed.

4.41. License. Any or all of the documents issued by the licensing agency to empower an individual to perform designated services within the public schools of West Virginia.

4.42. Licensing Agency. State Superintendent or WVDE.

4.43. Long-Term Substitute. A licensed educator who temporarily replaces, for more than 30 consecutive instructional days, the person assigned to an educator position.

4.44. Management Level Experience. Work experience in which an individual's assignment in the organization is designated as a position of authority with responsibility for regulating the relationships between and among people.

4.45. Master's Degree (MA). A master's degree related to the public schools earned at an accredited IHE approved to offer graduate work, which has been issued to, or the requirements for which have been met, by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.46. Master's Degree plus 15 (MA+15). A master's degree related to the public schools earned in an accredited IHE plus an additional 15 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total 45 semester hours including a master's degree and shall be recognized only in the Professional Certificate or its equivalent.

4.47. Master's Degree plus 30 (MA+30). A master's degree related to the public schools earned in an accredited IHE plus an additional 30 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total of 60 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.48. Master's Degree plus 45 (MA+45). A master's degree related to the public schools earned in an accredited IHE plus an additional 45 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total of 75 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.49. Mentor. An experienced classroom teacher who is assigned to assist and support the beginning educator during a beginning educator internship/induction (W. Va. Code §18A-3C-3).

4.50. One Year of Experience. One year of experience for conversion/permanent licensure purposes equals 133 paid days within one school year in an assignment for which the person holds a valid license.

4.51. Performance Assessment. The process whereby a cooperating public school educator and an IHE faculty member judge a prospective educator's ability to apply basic professional knowledge and skills in an educational setting using an approved instrument that incorporates WVBE-approved professional education standards.

4.52. Prerequisite Experience for Conversion. An educator's paid professional assignment consistent with the endorsement(s) identified on the educator's Professional Certificate or permissible under these policies.

4.53. Professional Certificate or Equivalent. The Professional Teaching Certificate, Professional Student Support Certificate, Professional Administrative Certificate, CTE Certificate, Provisional

Professional Teaching Certificate, Provisional Professional Student Support Certificate, Provisional Professional Administrative Certificate, Temporary CTE Certificate, Permit for Non-United-States Citizen, and the Permanent Authorization for School Nurse and/or the Alternative Teaching Certificate in order to work in the public schools of West Virginia.

4.54. Professional Commitment. A written agreement signed by an educator to pursue certification in the endorsement area(s) in which he/she is employed.

4.55. Quarter Hour Conversion. Equivalent to two-thirds of one semester hour.

4.56. Related to the Public School Program. For purposes of renewal and advanced salary classification, "related to the public school program" shall mean: any course offering included in a degree program in the field of education; content and/or professional education coursework related to the current licensure; content and/or professional education coursework required for an additional endorsement; professional learning/special topics coursework approved by the licensing agency; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE and/or the school organization.

4.57. Renewal. The extension of the license's validity period under conditions set forth in these policies.

4.58. School Year. July 1 through June 30.

4.59. Semester Hour of College Credit. The unit of credit used for renewal of any license and/or advanced salary classification.

4.60. Short-Term Substitute. A licensed educator who temporarily replaces, for 30 or fewer consecutive instructional days, the person assigned to that education position.

4.61. Shortage Area. An endorsement area identified by the county superintendent as one in which the county does not have fully certified applicants for a position.

4.62. Specialization. The specific teaching, administrative, or student support services assignment in which an individual may function legally within the public schools of West Virginia. (Refer to Appendix A.)

4.63. Superintendent. The chief administrative officer of a legally constituted entity including a board of education.

4.64. Teacher-in-Residence (TIR) Permit. A credential issued to an individual who meets specific requirements of a state-approved EPP at an IHE that has a current agreement with a county board of education in West Virginia for student placement which has been authorized by the WVBE; has completed required testing; and who may not have yet obtained a BA. This permit shall not be considered an initial license since eligible individuals have not completed all program requirements for initial licensure.

4.65. Teaching Experience. Classroom teaching or student support services experience within the specialization(s) and grade levels reflected on the educator's license.

4.66. Testing Assessing Secondary Completion (TASC). A high school equivalency exam.



4.67. **Validity Period.** The time period for which a license is valid as reflected by the effective and expiration dates.

4.68. **Valid Administrative Experience.** Any type of work in which the individual was managing and/or supervising the affairs of an organization, including but not limited to: a(n) alternative school or similar type professional experience; community college or other postsecondary professional experience; county-level administrative experience; Head Start or preschool professional experience; college of education or state education agency professional experience; or professional experience in academic departments of IHE's if there has been sufficient involvement with public school programs and curriculum.

4.69. **Valid Out-of-State Certificate.** A license to work as a public school teacher, administrator, or Student Support Personnel (as defined in §§10.1-10.7.c) that has not expired, or been surrendered, revoked, or currently suspended.

4.70. **West Virginia CTE Endorsement and Testing Manual.** A listing of all WVBE-required licensure exams and industry credentials required for educator certification and for completion of WVBE-approved CTE programs leading to West Virginia licensure. This manual is maintained on the WVDE website.

4.71. When tests, scores, or industry credentials listed in the manual are changed, the validity period for the previously listed test, score, and/or industry credential shall be one year from the effective date of the new test, score, or industry credential.

4.71.a. Exceptions for tests, scores, or industry credentials shall remain valid for 12 months after completion of an approved program for licensure where the applicant was continuously enrolled even if the test, score, or industry credential has changed.

4.72. **West Virginia Commission for Professional Teaching Standards (WVCPTS).** The official body representative of the educational community that is responsible for reviewing and recommending to the WVBE standards for the licensure of educational personnel; hearing appeals related to licensure; and 3) any other duties related to licensure as assigned by the WVBE.

4.73. **West Virginia Higher Education Policy Commission, (WVHEPC).** The statewide higher education policy commission as established in W. Va. Code §18B-1B-1.

4.74. **West Virginia Licensure Testing Directory.** A listing of all WVBE-required licensure exams for educator certification and for completion of WVBE approved programs leading to West Virginia licensure. This directory is maintained on the WVDE website.

4.74.a. When tests or scores listed in the directory are changed, the validity period for the previously listed test and/or score shall be one year from the effective date of the new test and/or score.

4.74.b. Exceptions for tests and/or scores shall remain valid for 12 months after completion of an approved program for licensure where the applicant was continuously enrolled even if the test and/or score has changed.

4.75. **West Virginia Provisional Professional Teaching or Student Support Certificate.** This certificate is designed to provide assurances that the minimum criteria required for certification has been met and is

issued for one year and may be renewed twice. A certificate is granted to an individual who: holds a valid West Virginia Statement of Eligibility; or meets prescribed experiences, and/or academic standards from an out-of-state IHE; or holds a valid Alternative Teaching Certificate; and is employed full-time in a West Virginia public school system; and meets the requirements of §10.1.a.1.

4.76. West Virginia Statement of Eligibility. A statement which allows an individual with an expired out-of-state professional teaching license (valid within the last five years) who has met all requirements of §9 to seek employment in a West Virginia public school system within approved endorsement area(s). Upon securing employment, the individual may be issued a West Virginia Provisional Professional Teaching Certificate, provided all requirements of §10.1 have been met.

#### **126-136-5. Categories of Licenses.**

5.1. Professional Certificate. The Professional Certificate may be issued to an individual who meets prescribed experience and/or academic and professional standards and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated on this license. A Professional Certificate may be issued in teaching, student support services, or administrative specializations.

5.2. Alternative Teaching Certificate. The Alternative Program Teacher Certificate is a teaching certificate issued by the State Superintendent that authorizes a person to teach while enrolled and participating in a WVBE-approved alternative program for the education of teachers. An alternative program teacher certificate is the same as a professional teaching certificate for the purpose of issuing a continuing contract. The alternative program certificate is issued initially for one year and can be renewed twice for a total of three years.

5.3. Career and Technical Education CTE Certificate. The CTE Certificate may be issued to an individual who has acquired prescribed CTE and/or technical skills through specific wage-earning experience and/or WVBE-approved equivalent training as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated in this license. The CTE Certificate is equivalent to the Professional Certificate for salary purposes.

5.4. Temporary Career Technical Education (CTE) Certificate. The Temporary CTE Certificate may be issued to an individual who has been offered employment and holds a valid out-of-state CTE certificate but does not hold the required industry-recognized credential and/or testing requirements prescribed for issuance of the CTE Certificate. (Refer to §10.) The Temporary CTE Certificate may also be issued to an educator who holds a valid West Virginia Professional Teaching Certificate and has been offered employment in a CTE position, provided he/she meets the general criteria for the Initial CTE certificate as specified in §10.8 with the exception of passing scores on the required National Occupational Competency Institute (NOCTI) exam(s).

5.5. Permit. The Permit may be issued to an individual who does not meet the requirements for the Professional or CTE Certificate, but who has been determined by the county superintendent to be the most qualified applicant for the position. The Non-United States Citizen Permit may be issued to a Non-United States citizen in accordance with §17.

5.6. Adult Licenses and Adult Permits. The Adult License may be endorsed for Adult Education

(formerly Adult Basic Education). The Adult Permit is required only when instructing adults in an adult part-time program for endorsements identified in the West Virginia CTE Endorsement and Testing Manual on the WVDE website, including the endorsements of Public Service Training: Emergency Medical Services (EMS), or Fire Service Training.

5.7. Authorization. The Authorization may be issued to an individual who does not meet criteria for any of the above licenses or who is assigned to a position for which a specialization related to public schools instruction or a public school programs does not exist on the Professional or CTE Certificate. A Temporary or Permanent Authorization that requires a Professional Certificate as a prerequisite shall be valid provided the Professional Certificate remains valid. (Refer to §11.9.)

5.8. Paraprofessional Certificate. The Paraprofessional Certificate may be issued to an individual who meets prescribed academic or equivalent standards and/or experience to work in a support capacity to assist in the facilitation of instruction and supervision of pupils while under the direction of a professional educator. An educator who holds a valid out-of-state or a valid or expired West Virginia Professional Certificate and is employed as a paraprofessional does not need to hold a Paraprofessional Certificate.

5.9. Provisional Professional Teaching, Administrative, or Student Support Certificate. The Provisional Professional Certificate may be issued to an individual who currently possesses a valid West Virginia Statement of Eligibility, who meets prescribed experience and/or academic and professional standards from an out-of-state IHE as described in §10.1 or a valid Alternative Teaching Certificate, is employed full-time in a West Virginia public school system, and meets the requirements of §10.1. This certificate is issued for one year and may be renewed twice and is not eligible for additional endorsement based on passing content proficiency exams described in §21.1.

5.10. Advanced Credential. Advanced Credentials are awarded to educators for completing professional learning, coursework, and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for the initial issuance and subsequent renewal. Advanced Credentials may be required for employment.

#### **126-136-6. Legal Basis for Licensure.**

6.1. WVBE. The education of professional educators in the state shall be under the general direction and control of the WVBE. (Refer to W. Va. Code §18A-3-1.) The WVBE, in consultation with the WVCPTS, shall adopt standards for the education of professional educators in the state and for the awarding of licenses valid in the public schools of this state.

6.2. State Superintendent. In accordance with WVBE policies for the education of professional educators, the State Superintendent may issue licenses valid in this state (W. Va. Code §18A-3-1i and §18A-3-2a).

6.2.a A county shall employ an applicant for a professional educator's certificate in good faith on the anticipation that he/she is eligible for a certificate. If it is later determined that the applicant was not eligible, the State Superintendent may authorize payment by the county board of education to the educator for time not exceeding three school months or the date of notification of his or her ineligibility, whichever occurs first. (Refer to W. Va. Code §18A-3-2.)

6.2.b. Revocation and Suspension of Licenses. The State Superintendent shall, after 10 days' notice

and upon proper evidence, permanently revoke or suspend the certificates of any educator, including those certificates that have expired, for any of the following causes: intemperance; untruthfulness; cruelty; immorality; the conviction of a felony or a guilty plea or a plea of no contest to a felony charge; the conviction, guilty plea or plea of no contest to any charge involving sexual misconduct with a minor or a student; or for using fraudulent, unapproved, or insufficient credit to obtain the certificates.

6.2.b.1. The certificates of an educator may not be revoked for any matter for which the educator was disciplined, less than dismissal, by the county board of education that employs the educator, nor for which the educator is meeting or has met an improvement plan determined by the county board of education, unless it can be proved by clear and convincing evidence that the educator has committed one of the offenses listed in this subsection and his/her actions render him/her unfit to teach.

6.2.b.2. In order for any conduct of an educator involving intemperance; cruelty; immorality; or using fraudulent, unapproved or insufficient credit to obtain the certificates to constitute grounds for the permanent revocation, revocation, or suspension of the certificates of the educator, there must be a rational nexus between the conduct of the educator and the performance of his/her job.

6.2.b.3. The State Superintendent may designate the WVCPTS or members thereof to conduct hearings on permanent revocations, suspensions, or certificate denials and make recommendations for action by the State Superintendent. (Refer to W. Va. Code §18A-3-6.)

6.2.b.4. A suspension of the license is a revocation of the same for a fixed period of time.

6.2.c. Recall of Licenses. If a license has been issued through an error, oversight or misinformation, the State Superintendent shall have the authority to recall the license and make such corrections as will conform to the requirements of law and WVBE policies. (Refer to W. Va. Code §18A-3-6.)

6.2.d. Reinstatement Procedure Following Suspension of Licenses. An educator whose certificate has been suspended may apply for reinstatement once conditions for reinstatement imposed by the State Superintendent have been satisfied. If, during the period of suspension, the requirements for the educator's certification have changed, the educator must satisfy those requirements before reinstatement.

6.2.d.1. The WVDE shall conduct an investigation to determine whether the educator has satisfied all requirements for reinstatement and demonstrated a record of rehabilitation i.e., presently possessing the integrity, moral character and competence to resume teaching. If the WVDE determines that all reinstatement requirements including rehabilitation have been met, the State Superintendent may reinstate an educator's certificate without a hearing.

6.2.d.2. If the WVDE determines that a question exists as to an educator's fulfillment of all requirements and therefore a hearing is necessary, it shall submit a written report to the Professional Practice Panel of the WVCPTS. The Professional Practice Panel shall conduct a hearing and make a recommendation to the State Superintendent whether the educator's certificate should be reinstated. If there is a recommendation for reinstatement, the Professional Practice Panel may also recommend that conditions or restrictions be placed upon the reinstated certificate.

6.2.e. An educator whose certificate has been permanently revoked may not apply for reinstatement or apply for any other endorsement, authorization, or permit issued by the State

Superintendent. Any educator whose certificate was designated as “permanently revoked” by the State Superintendent prior to August 11, 2014, the effective date of the amendments pertaining to reinstatement in W. Va. 126CSR4, Policy 1340, Rules of Procedure for Administrative Hearings and Appeals (Policy 1340) shall also not be eligible to apply for reinstatement.

6.2.f. Reinstatement Procedure Following Revocation of Licenses. Except in the case of a permanent revocation, a teacher whose certificate has been revoked may apply for reinstatement after the expiration of five years from the effective date of revocation. If, during the period of revocation, the requirements for the teacher’s certification changed, the teacher must satisfy those requirements before reinstatement.

6.2.f.1. The application for reinstatement shall be considered an application for initial license under W. Va. Code §18A-3-10, and the applicant must therefore be fingerprinted for a criminal background check.

6.2.f.2. The WVDE shall conduct an investigation to determine whether the teacher has satisfied any requirements for reinstatement imposed by the State Superintendent and demonstrated a record of rehabilitation, i.e., presently possessing the integrity, moral character, and competence to resume teaching. At the conclusion of its investigation, the WVDE shall submit a written report to the Professional Practice Panel of the WVCPTS, which shall conduct a hearing and make a recommendation to the State Superintendent whether the teacher’s certificate should be reinstated and, if so, whether conditions or restrictions should be placed upon the reinstated certificate.

6.2.f.3. In determining rehabilitation, the Professional Practice Panel shall consider the seriousness of the conduct that caused the revocation.

6.2.g. Hearings and Appeals. An individual whose application for licensure or licensure renewal has been recommended for permanent denial for cause or denial for cause may request an appeal before the Licensure Appeal Panel of the WVCPTS in accordance with Policy 1340. A hearing before the Professional Practice Panel of the WVCPTS is provided to an individual when the WVDE initiates a license revocation proceeding in accordance with Policy 1340.

#### **126-136-7. Responsibilities for Licensure.**

7.1. The applicants (or educators) shall:

7.1.a. Familiarize himself/herself with Licensure Requirements. Every educator is responsible for familiarizing himself/herself with the West Virginia licensure and salary classification requirements and for making application for any licensure/salary classification to which he/she is entitled. Failure to apply for a certificate or an additional endorsement within 12 months from the completion of an approved program may result in additional requirements before the educator can be licensed as indicated in §10.2.d and §10.2.e. It is the educator’s responsibility to ensure that he/she holds a license valid for his/her assignment; and

7.1.b. Consult with County Superintendent or Professional Designee. Each employed educator shall select, in consultation with the county superintendent or professional designee, the college/university coursework most appropriate to his/her current or anticipated assignment and long-range professional learning plan. An educator who is not employed in West Virginia but who taught or resided in this state

and wishes to renew his/her West Virginia Professional Certificate(s) must consult with the county superintendent in the county in which he/she last taught or resides (W. Va. Code §18A-3-3). The county superintendent or professional designee shall approve the college/university coursework to be used for renewal. Failure to secure prior approval from the county superintendent or professional designee may result in the denial of the use of certain coursework for the purpose of renewal; or

7.1.c. Consult with Licensing Agency. An educator who is not employed as an educator in West Virginia and has never taught or resided in West Virginia but desires to renew his/her West Virginia license shall select, in consultation with the licensing agency staff, the college/university coursework most appropriate to his/her anticipated assignment and long-range professional learning plan. Failure to secure prior approval from the licensing agency may result in the denial of the use of certain college/university coursework for the purpose of renewal. The State Superintendent shall recommend the applicant for renewal of his/her Professional Certificate; and

7.1.d. Completion of Renewal Credit. The educator is encouraged to complete the college/university coursework for the renewal of the Professional Certificate one year prior to the expiration date of the certificate being renewed.

7.2. The county superintendent shall:

7.2.a. Counsel Employees. The county superintendent or professional designee is encouraged to advise employed educators regarding licensure requirements and inform each educator concerning his/her professional responsibility for maintenance of his/her license, additional endorsements, and/or advanced salary classifications, including the procedures by which these processes are completed. County superintendents or professional designees are encouraged to notify employees at least one year in advance of the date the employee's license(s) must be renewed; and the county superintendent or professional designee shall approve appropriate college/university coursework for renewal purposes; and

7.2.b. Recommend for Licensure. The county superintendent shall recommend, or not recommend, the issuance and renewal of all licenses, as noted, for educators employed by the county board of education in accordance with W. Va. Code §18A-3-2a; and

7.2.c. Report Immorality and Neglect of Duty. The county superintendent shall report any acts referenced in W. Va. Code §18A-3-6 for which a certificate may be revoked, along with all the facts and evidence, for the State Superintendent's judgment may be proper; and

7.2.d. Employ and Assign Personnel. The county superintendent shall recommend to the board of education the most qualified applicant for each instructional, student support service, and administrative position (refer to W. Va. Code §18A-4-7a). In addition, the county superintendent shall ensure that each educator holds appropriate licensure for his/her assignment within the first three months of such employment. If an educator is employed in good faith on the anticipation that he/she is eligible for a license and it is later determined that the educator was not eligible, the county superintendent shall be authorized to pay the educator for a time not exceeding three school months or the date of notification of the ineligibility, whichever shall occur first (refer to W. Va. Code §18A-3-2).

7.2.e. Contracted or Cooperative Services. The county superintendent shall assure that an educator providing contracted services or services through a cooperative agreement holds the same licensure required for an educator employed by a board of education.

7.3. The licensing agency shall:

7.3.a. Notify Applicant of Approval or Denial of Application for Licensure. The licensing agency shall notify, in writing, each applicant regarding the approval or denial of his/her application for licensure or salary classification; and

7.3.b. The licensing agency shall provide technical assistance to individuals, boards of education, and other agencies in understanding and implementing the licensure process; and serve as the repository for all licensure records, documents, and related materials. Applications, transcripts, fees, and other documents submitted for the issuance or maintenance of a license become the property of the licensing agency; and

7.3.c. Waiver Requirements. The State Superintendent shall have the authority to waive licensure requirements in a situation where he/she judges, after thorough investigation, that the applicant's knowledge, preparation, and/or experience are adequate to justify such waiver. If the waiver request could result in the extension of a license or the issuance of a new license, the written request must be accompanied by the appropriate application and processing fee. The State Superintendent must state, in writing, the reason(s) for granting or denying such waiver with a copy to be maintained in the applicant's records. If the office responsible for certification and licensure recommends that an application be denied for cause, the applicant may not request a waiver but may file an appeal pursuant to procedures outlined in Policy 1340.

7.3.d. Waiver Period. The waiver granted by the State Superintendent shall be for a period of only one year unless the state superintendent finds that a longer waiver is justified. During this one-year period, the applicant must complete all requirements that were waived. Prior to the conclusion of the one year waiver period, the applicant must apply for licensure and will be required to meet all requirements for the licensure to be issued for the remaining period of the license. If the State Superintendent finds that a longer waiver is justified, he/she must state the reasons, in writing, upon granting the request.

7.3.e. County Board of Education. The county board of education shall send to the WVBE by May 1, annually, a report that includes: available teacher positions in the county, any shortages in subject matter areas in the county, the name of all teachers reduced in force, provided the teacher has permitted the county board of education to submit his/her name.

**126-136-8. Teachers and Paraprofessionals in Federally Funded Programs.**

8.1. Effective with the 2017-2018 school year, all teachers and paraprofessionals in federally-funded programs must meet applicable West Virginia state certification and licensure requirements.

**126-136-9. General Requirements and Dates Certain for Licensure.**

9.1. General Requirements. A license to work in the public schools of West Virginia may be granted to an applicant who is: a United States citizen, unless otherwise noted, of good moral character, physically, mentally, and emotionally qualified to perform the duties to which he/she is assigned and has attained the age of eighteen years on or before October 1 of the year in which the license is issued. (Refer to W. Va. Code §18A-3-2a.)

9.2. Criminal History Record Check. Federal Bureau of Investigation (FBI) Fingerprint Background Check for Initial Licensure. All applicants for initial licensure whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the state police for a state criminal history record check through the central abuse registry record and then forwarded to the FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI record may form the basis for the denial of a certificate for cause in accordance with W. Va. Code §18A-3-2a and §18A-3-10.

9.3. State Analysis for Employment within 90 Days. Upon written consent to the WVDE by the applicant and within 90 of the state fingerprint analysis, the results of a state analysis may be provided to a county board of education with which the applicant is applying for employment without further cost to the applicant.

9.4. Disclosure Provisions. Information maintained by the WVDE or a county board of education which was obtained for the purposes of W. Va. Code §18A-3-10 is exempt from disclosure as provided by W. Va. Code §29B-1-4. Disclosure or publication of information in a statistical or other form that does not identify the individuals involved or provide personal information is not prohibited.

9.5. Beginning Educator Internship/Induction. An educator who receives his/her Professional Teaching Certificate after January 1, 1992, must successfully complete a Beginning Educator Internship/Induction. An educator who has successfully completed five years of out-of-state teaching experience is exempt from completing the Beginning Educator Internship/Induction. (Refer to W. Va. Code §18A-3C-3.)

9.6. Licensure and Related Fees. A non-refundable processing fee, established by the WVBE, shall be charged for all applications and request for copies of records. In addition to the processing fee, applicants who apply for an initial license shall also submit the current fee charged by the FBI for a fingerprint background check and for a West Virginia Criminal Bureau of Investigation fingerprint background check as required by W. Va. Code §18A-3-10.

9.7. Dating of Licenses. All licenses shall be issued and dated in accordance with W. Va. Code and as mandated by other applicable WVBE policies. A county board of education may employ an applicant for a professional educator's certificate in good faith that he/she is eligible for a certificate for up to three school months or date of notification of his/her ineligibility, whichever shall occur first. This three-month period shall begin with the date of hire for that position. The applicant's appropriate application, fees, and fingerprint card (if applicable) for licensure must be received by the WVDE within 10 calendar days of the hire date. All certificates shall expire on June 30 of the last year of their validity irrespective of the date of issuance. (Refer to W. Va. Code §18A-3-2.)

9.8. Expiration Date of Licenses. All licenses shall be issued and set to expire in accordance with W. Va. Code §18A-3-2a and as mandated by this policy. Please refer to individual licensure sections for designated dates.

9.9. Specializations and Grade Levels. All licenses shall contain specializations and grade levels in accordance with W. Va. Code §18A-3-2a and as mandated by this policy and Policy 5100. Refer to individual licensure sections or Appendix A for specific designations.

9.10. Recognition of Degrees and Coursework for Licensure, Renewal, and Advanced Salary



Classifications.

9.10.a. Dating of Degree Recognition and Advanced Salary Classifications. Upon successful completion of an advanced degree or additional hours leading to a higher salary classification, the candidate will make application to the WVDE. Upon verification of coursework completed and/or the degree being granted, the new degree/salary classification will be effective on the date that all requirements for the classification were completed not to exceed three months prior to receipt of the appropriate application in the WVDE.

9.10.b. BA. Only a BA earned from an accredited IHE approved to offer a BA may be recognized for licensure and salary purposes.

9.10.c. MA. Only an MA earned from an accredited IHE approved to offer an MA and in a curriculum related to the public school program may be recognized for licensure and salary purposes.

9.10.d. Doctorate. Only a doctoral degree earned from an accredited IHE approved to offer a doctorate and in a curriculum related to the public school program may be recognized for licensure and salary purposes. (Refer to W. Va. Code §18A-4-1.)

9.10.e. Degrees and Coursework from Non-accredited Colleges. Degrees and/or coursework earned from unaccredited IHE are not recognized for licensure or salary purposes. An applicant who completed a state-approved program through a non-accredited IHE must complete appropriate degree and approved program requirements from an accredited IHE before licensure may be granted.

9.10.f. Recognition of IHE Credit for Renewal and Salary Purposes. Only unduplicated coursework related to the public school program as defined in §9.6.g, completed through an accredited IHE and subsequent to the issuance of the license being renewed and within the five-year period immediately preceding the date of application may be used for renewal of a license.

9.10.g. Related to the Public School Program. For purposes of renewal and advanced salary classification, "related to the public school program" shall mean: any course offering included in a degree program in the field of education; content and/or professional education coursework related to the current licensure; content and/or professional education coursework required for an additional endorsement; professional learning/special topics coursework approved by the licensing agency; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE and/or the school organization.

9.11. Clinical Practice/Field-Based Experience. In accordance with Policy 5100, an individual completing an approved EPP shall complete a minimum of 12 weeks of clinical experience unless he/she is able to demonstrate to the satisfaction of the IHE supervisor and the cooperating public school supervisor that he/she has achieved the proficiency level in less than the specified time. The candidate must be assessed during the clinical experience in at least one specialization for which licensure is being requested.

9.11.a. IHE must document individuals' field-based and/or clinical experiences with culturally diverse, at-risk, and special needs learners at each programmatic level for which they seek licensure. (Refer to Policy 5100.)

9.11.b. Individuals wishing to add a new specialization to the Professional Teaching Certificate by completing an EPP at an IHE must also complete a supervised practicum, which includes a performance assessment. IHE will determine the method for and the amount of clinical and/or field-based experiences necessary to satisfy the requirements.

9.12. Grade Point Average (GPA).

9.12.a. For Issuance of an Original License. A minimum overall GPA of 2.5 for all college/university coursework attempted, or a MA with a minimum GPA of 3.0, or a doctorate degree with a minimum GPA of 3.0, or a cumulative GPA of 2.5, that is verified from the recommending IHE is required for issuance of any license requiring a BA or higher with the exception of a 2.0 GPA for the Substitute Permit and the school nurse that is licensed by the West Virginia Board of Examiners for Registered Professional Nurses or Licensed Practical Nurses. The scholastic requirements shall be computed using the 4.0 scale including the discretionary academic forgiveness provisions approved by the higher education governing boards. An individual who holds a MA or higher with a 3.0 GPA meets the GPA requirement, superseding the minimum required for a BA.

9.12.b. For Issuance of Additional Endorsements. For an individual who already holds a West Virginia Professional Certificate, the 2.5 GPA will be required only in the area(s) for which additional licensure is being requested. All required and elective courses completed for the endorsement shall be used in computing the GPA, regardless of the date of completion.

9.12.c. For Extension of Grade Levels on an Existing Endorsement. The applicant shall include only those courses taken after July 1, 1994, to satisfy the 2.5 GPA.

9.12.d. For Renewal of a License. College/university credit completed for the renewal of a license must reflect a 3.0 GPA.

9.13. State Testing Requirements. All applicants for professional licensure must meet state testing requirements as required by W. Va. Code §18A-3-2a and as outlined in §10.2.d and the West Virginia Licensure Testing Directory maintained on the WVDE website, including the exemptions indicated in W. Va. Code §18A-3-2a(1)(B) and in §10.2.c.1. Applicants for CTE licensure must meet testing requirements as outlined in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

**126-136-10. Licenses for Professional Educators.**

10.1. Provisional Professional Teaching Certificate General Criteria. A Provisional Professional Teaching Certificate may be issued to a person who has completed and met all requirements of a West Virginia Alternative Certification Program for the Education of Teachers pursuant to Policy 5901, or holds a valid West Virginia Statement of Eligibility and has received an offer of employment from a county board of education.

10.1.a. Provisional Certificate shall be endorsed to indicate the specialization(s) and grade levels, identified in Appendix A, in which the holder can be legally assigned within the public schools. Experience gained on the Provisional Professional Teaching Certificate may be used for conversion purposes.

10.1.b. Validity Period. The Provisional Professional Teaching Certificate shall be valid for one

school year and shall expire on June 30 of the school year in which it is issued. An educator who completed the West Virginia Alternative Certification Program for the Education of Teachers in December or whose Provisional Certificate is effective on or after January 1 may be issued a Provisional Professional Teaching Certificate valid until June 30 of the following school year. The Provisional Professional Teaching Certificate is valid for a period of one year and may be renewed twice.

10.1.c. Conditions for Issuance. The applicant for the Provisional Professional Teaching Certificate must submit evidence of completing criteria described in §10.1 and recommendation from the employing county superintendent except those applying based on a valid statement of eligibility and offer of employment.

10.1.d. Renewal of Provisional Professional Teaching Certificate. The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of current employment in a West Virginia county school, satisfactory evaluations pursuant to W. Va. Code §18A-2-12, and the recommendation of the superintendent of the county where the applicant is employed.

10.1.e. Conversion of a Provisional Teaching Certificate to an Initial Professional Teaching Certificate. To convert a Provisional Teaching Certificate to an Initial Professional Teaching Certificate, applicants must submit evidence of completing the following criteria:

10.1.e.1. Beginning Educator Internship/Induction. Successful completion of a Beginning Educator Internship/Induction (Refer to W. Va. Code §18A-3C-3) for classroom teachers or qualifies for exemption as stated in §9.5; and

10.1.e.2. College/University Coursework. A 3.0 GPA in six semester hours of appropriate college/university coursework or e-Learning coursework through the WVDE and related to the public school program as defined in §9.10.g and must have been completed subsequent to the issuance of the initial Provisional Professional Certificate to be converted and within the last five years; and

10.1.e.3. Experience. Two years of full-time teaching experience under the Provisional Professional Certificate and in one or more area(s) of endorsement on such certificate in West Virginia; and

10.1.e.4. Successful Evaluations. Successful evaluations for each year taught under the Provisional Professional Certificate within the West Virginia Educator Evaluation System, and with an earned performance rating of Emerging or above; and recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVDE Office of Diversion and Transition Programs (ODTP) Superintendent or designee.

10.2. Initial Professional Teaching Certificate General Criteria. An Initial Professional Teaching Certificate may be issued to a person who has completed: the minimum of a BA or an MA as specified in Appendix A through an accredited IHE; the general requirements specified in §9; the minimum GPA specified in §9.12; and the tests specified in §9.13; and the conditions for issuance identified in §10.2.b. An Initial Professional Teaching Certificate may be issued in the teaching specializations identified in Appendix A. The Initial Professional Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.2.a. **Validity Period.** The Initial Professional Teaching Certificate shall be valid for three school years and shall expire on June 30 of the last year of its validity.

10.2.b. **Conditions for Issuance.** The applicant for an Initial Professional Teaching Certificate must submit evidence of completing the following criteria: successful completion of an accredited IHE's state-approved program and the recommendation of the designated official at the IHE through which the program was completed; or meet the guidelines for out-of-state applicants in §16; or meet the guidelines for conversion of a West Virginia Provisional Professional Teaching Certificate to an Initial Professional Teaching Certificate in §10.1.e; or hold a valid certificate from the NBPTS in a specialization comparable to those listed in Appendix A; and

10.2.c. **WVBE-Adopted Tests.** Unless identified as an exemption in §10.2.c.1, an educator must satisfy the minimum proficiency levels identified in the West Virginia Licensure Testing Directory located on the WVDE website as adopted by the WVBE in Pre-Professional Skills Test-Core Academic Skills for Educators (CASE) in reading, writing, and mathematics; and Praxis II-Content Specialization Test(s) for each specialization for which licensure is requested, if a test is required; and Professional Education-Principles of Learning and Teaching Praxis Test that includes at least a portion of the grade levels indicated on the anticipated license or approved teacher performance assessment as indicated in Policy 5100, §6.4.b.2.

10.2.c.1. **Exemptions.** The following exemptions have been established for each of the tests:

10.2.c.1.A. **Pre-Professional Skills Tests.** An individual who: holds certification through the NBPTS; holds or has held a West Virginia Professional Certificate; holds a MA from an accredited IHE; has attained, from a single administration, a composite score of 25 on the American College Test (ACT), 26 on the ACT enhanced (effective November 1989), 1035 on the Scholastic Achievement Test (SAT), 1125 on the re-centered SAT (effective April 1995), or 1170 on the revised SAT using the combined Critical Reading and Math score (effective March 2005); satisfies a passing score in basic skills reading, writing and mathematics in another state; holds a valid out-of-state certificate in the content area; has attained 1240 on the New SAT using the combined Evidence-Based Reading and Writing + Math (effective May 2016); successfully completed three years of experience within the last seven years in one or a combination of specializations recognized on an out-of-state professional certificate valid during those three years; holds an expired out-of-state certificate or equivalent as prescribed by §10.4.b.4.B and is seeking conversion from a West Virginia Provisional Professional Teaching Certificate to a West Virginia Professional Teaching Certificate; or attained from a single administration a score of combined score of 800 verbal and quantitative (tested prior to November, 2011) or at least a 286 (November, 2011 or after) on the Graduate Record Examination.

10.2.c.1.B. **Content Specialization.** An individual who: holds certification through the NBPTS; holds a valid out-of-state licensure in the area in which West Virginia certification is available and requested; holds a doctorate in the content area for which West Virginia licensure is available and requested or an MA in the content area for which West Virginia licensure is available and requested, and five years of directly related work experience in the area is exempt from the content test(s); successfully completed three years of experience within the last seven years in one or a combination of specializations recognized on an out-of-state professional certificate valid during those three years; or holds an expired out-of-state certificate or equivalent as prescribed by §10.4.b.4.B and is seeking conversion from a valid West Virginia Provisional Professional Teaching Certificate to a West Virginia Professional Teaching Certificate for the endorsement being sought.

10.2.c.1.C. Professional Education. An individual who: holds certification through the NBPTS; satisfied a passing score on the appropriate professional education test in another state; holds a valid out-of-state Professional Certificate; successfully completed three years of experience within the last seven years in one or a combination of specializations recognized on an out-of-state professional certificate valid during those three years; or holds an expired out-of-state certificate or equivalent as prescribed by §10.4.b.4.B, and is seeking conversion from a West Virginia Provisional Professional Teaching Certificate to a West Virginia Professional Teaching Certificate for the endorsement (at the appropriate grade levels) being sought. The Professional Education Test is not required for an educator seeking West Virginia licensure in a student support or administrative specialization.

10.2.d. Validity of Test Scores. The validity period for in-state and out-of-state tests and passing scores is 10 years from the date on which the candidate passed the examination if such tests were the tests required in the WVBE policy (or out-of-state policy if applicable) effective at the time the tests were taken. In those circumstances where the WVBE has not altered either the required test or the passing score, the test and score shall remain valid beyond the ten-year period. A candidate whose test scores exceed the ten-year validity period at the time of application for licensure is required to satisfy current tests and passing scores.

10.2.e. Failure to Apply for Licensure. A candidate who fails to apply for licensure within 12 months from the completion of an approved program for licensure is required to satisfy any current and additional test requirement(s) and program components in effect at the time of application and to comply with conditions outlined for the validity period.

10.2.f. Tests Required for New Specializations on a Professional Certificate. A candidate who wishes to add a new specialization to his/her Professional Teaching Certificate by completing an approved program at an accredited IHE is required to satisfy, in addition to the approved program content requirements, the content test requirement, if a test is required. It is assumed that a candidate who holds a Professional Teaching Certificate has previously satisfied requirements in pre-professional skills and professional education components and that a candidate who holds either the Professional Support or Professional Administrative Certificate has satisfied the pre-professional skills component.

10.2.g. Renewal of any Professional Teaching Certificate. The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of completing the following criteria:

10.2.g.1. College/University Coursework. For a renewed certificate valid for three years, six semester hours of appropriate college/university coursework or WVDE eligible e-Learning coursework related to the public school program as defined in §9.10.g. The coursework must reflect a 3.0 GPA and must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application. The coursework must meet the following criteria:

10.2.g.2. The six semester hours must meet be: relevant to an MA in a curriculum related to the public school program, related to improvement of instruction and the applicant's current endorsement area(s), needed to qualify for an additional endorsement, or credit prescribed by the county as a result of an applicant's evaluation;

10.2.h. For a renewed certificate valid for one year, three semester hours of appropriate college/university coursework related to the public school program as defined in §9.10.g. The coursework must reflect a 3.0 GPA and must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application that must meet the following options: be relevant to an MA in a curriculum related to the public school program, be related to improvement of instruction and the applicant's current endorsement area(s), qualify for an additional endorsement, or be prescribed by the county as a result of an applicant's evaluation; or

10.2.h.1. Hold a minimum of an MA+30 salary classification based on the awarding of an MA; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and

10.2.h.2. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent. If the educator is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, he/she must secure the recommendation from the current employer or community leader.

10.2.i. Professional Five-Year Teaching Certificate. The applicant for licensure must submit evidence of completing the following criteria: successful completion of a Beginning Educator Internship/Induction (refer to W. Va. Code §18A-3C-3) for classroom teachers, unless the applicant has completed five years of teaching experience while holding a valid professional certificate in another state, or was initially licensed in West Virginia prior to January 1, 1992; and

10.2.i.1. College/University Coursework. Six semester hours of appropriate college/university coursework related to the public school program reflecting a 3.0 GPA and as defined in §9.10.g unless the applicant holds a minimum of an MA+30 salary classification based on the awarding of an MA. The coursework for conversion must have been completed subsequent to the issuance of the certificate being sought to be converted and within the five year period immediately preceding the date of application; or

10.2.i.2. For a renewed certificate valid for one year, three semester hours of appropriate college/university or WVDE e-Learning coursework related to the public school program as defined in §9.6.g. The coursework must reflect a 3.0 GPA and must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application that must meet the following options: course relevant to a MA in a curriculum related to the public school program, course related to improvement of instruction and the applicant's current endorsement area(s), course needed to qualify for an additional endorsement, or credit prescribed by the county as a result of an applicant's evaluation; and two years of experience, one of which must be completed in West Virginia, within one or a combination of the endorsements on the Initial Professional Teaching Certificate; and

10.2.i.3. Recommendation. If the candidate is currently employed by a county board of education, Multi-County CTE Center, or ODTP, the candidate must receive the recommendation of the employing county superintendent. If the educator is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, he/she must submit recommendation from the current employer or community

leader.

10.2.i.4. Validity Period. The Professional Teaching Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.3. Permanent Professional Teaching Certificate. The applicant for licensure must submit evidence of completing the following criteria: hold or be eligible for the Professional Teaching Certificate valid for five years; and hold a MA related to the public school program as defined in §9.10.g; and complete five years of educational experience including two within the specialization(s) for which the permanent certificate is requested and one year must be completed in a West Virginia school system; or

10.3.a. Hold a valid Professional Teaching Certificate issued for five years; and hold a five-year Professional Teaching Certificate that has been renewed one time for the full five year period; and six semester hours of appropriate renewal credit reflecting a 3.0 GPA or eligible WVDE e-Learning coursework, or a minimum of an MA+30 salary classification based on the awarding of an MA, or age 60; or obtain certification through the NBPTS; or

10.3.b. Hold a Valid out-of-state certificate that reflects permanent status by the issuing state, verification of a minimum of five years of teaching experience in the endorsement area(s) listed on the valid license and in a public school setting, and which is verified by the appropriate licensing agency or system (refer to §16.2); and

10.3.c. Recommendation. If the candidate is currently employed by a county board of education, Multi-County CTE Center, or ODTP the candidate must receive the recommendation of the employing superintendent. If the educator is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, he/she must secure the recommendation from the current employer or community leader.

10.3.d. e-Learning Course Option for Renewal Only. Applicants may use two eligible e-Learning courses approved by the WVDE that must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application to meet the six semester hour renewal requirements for a Professional Certificate. Applicants must submit certificates of completion at the time of application. Applicants may use one eligible e-Learning course that meets the requirements within this section to satisfy the three-semester hour renewal requirement listed in §10.2.1.2. These courses are not eligible for advanced salary classification.

10.3.e. Validity Period. The Permanent Professional Teaching Certificate shall remain valid unless surrendered, suspended, or revoked.

#### 10.4. Administrative Certificate.

10.4.a. Provisional Administrative Certificate General Criteria. A Provisional Administrative Certificate may be issued to a person who has completed: the minimum degree specified in Appendix A through an accredited IHE or an equivalent degree through an IHE in a foreign country; the general requirements, with the exception of citizenship, specified in §9; the minimum GPA specified in section §9.12; and three years of management level or teaching experience. An individual holding a Provisional Administrative Certificate may be employed as an administrator in a West Virginia school system and may

perform observations with the online Initial ELI, but is unable to perform evaluations until they hold an Initial Professional Administrative Certificate.

10.4.a.1. The Provisional Administrative Certificate shall be endorsed for Superintendent, Principal, and/or General Supervisor of Instruction and shall indicate the specialization(s) and grade levels in which the holder may be assigned within the public schools.

10.4.a.2. Experience gained on the Provisional Administrative Certificate may be used for conversion purposes.

10.4.a.3. The Provisional Administrative Certificate is issued to an administrator who graduates from an educational leadership program from a regionally accredited IHE, or who is transferring his/her credential from another state or country with a valid, renewable professional certificate.

10.4.a.4. Validity Period. The Provisional Administrative Certificate shall be valid for five school years and shall expire on June 30 of the last day of its validity.

10.4.a.5. Renewal of a Provisional Administrative Certificate. The application for renewal must be submitted after January 1 of the year in which the licensure expires. The applicant for licensure must submit evidence of satisfying the following:

10.4.a.6. College/University Coursework. Six semester hours of appropriate college/university related to the public school program as defined in §9.10.g. The coursework must reflect a 3.0 GPA and must have been completed subsequent to the issuance of the certificate being renewed and within the five year period immediately preceding the date of application. The coursework must meet the following criteria:

10.4.a.6.A. The six semester hours must meet the following options: course relevant to a MA in a curriculum related to the public school program; course related to improvement of instruction and the applicant's current endorsement area(s); courses needed to qualify for an additional endorsement; or credit prescribed by the county as a result of an applicant's evaluation; or MA+30 Salary Classification. Holds a minimum of a MA+30 salary classification based on the awarding of a MA; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and

10.4.a.6.B. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent. If the candidate is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment severance is in an educational setting is greater than one year he/she must secure the recommendation from the current employer or community leader.

10.4.b. Initial Professional Administrative Certificate.

10.4.b.1. General Criteria. An Initial Professional Administrative Certificate may be issued to a person who has completed: the minimum degree specified in Appendix A through an accredited IHE; the general requirements specified in §9; the minimum GPA specified in §9.10.g; three years of management level or teaching experience; the Comprehensive ELI in evaluation skills offered through WVDE or equivalent training approved by the WVBE; and employment as an Administrator, Supervisor of



Instruction, or Superintendent in a West Virginia school system within 90 days of employment, and the conditions for issuance identified in §10.4.a.3.

10.4.b.2. The Initial Professional Administrative Certificate shall be endorsed for Superintendent, Principal, and/or Supervisor of Instruction and shall indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.4.b.3. Validity Period. The Initial Professional Administrative Certificate shall be valid for five school years and shall expire on June 30 of the last year of its validity. An educator who graduates in December, or whose Professional Administrative Certificate is effective on or after January 1, may be issued an Initial Professional Administrative Certificate valid for a maximum of 66 months.

10.4.b.4. Conditions for Issuance. The applicant for licensure must submit evidence of completing the following criteria:

10.4.b.4.A. State-Approved Program. Successful completion of an IHE's state-approved educational leadership program and the recommendation of the designated official at the IHE through which the program was completed. An applicant who completed the approved program through an IHE outside of West Virginia may present a copy of the valid out-of-state Professional Administrative Certificate or a letter of eligibility from the other state's licensing agency in-lieu-of the IHE recommendation; or

10.4.b.4.B. Out-of-State Licensure. For those educators who hold a valid out-of-state Administrative Certificate, the applicant needs only to present the official transcripts evidencing graduation from a state-approved education leadership program at a regionally accredited IHE and a copy of his/her valid out-of-state Administrative Certificate to be licensed provided that he/she has completed the ELI. The out-of-state Administrative Certificate must be in the specialization for which West Virginia licensure is available and requested (refer to §16 for more information on out-of-state certification.) or

10.4.b.4.C. Out-of-State Graduate not Licensed. In addition to the general criteria in §10.4.b.1, the educator must satisfy the minimum proficiency level, as adopted by the WVBE, on the content specialization test in educational leadership unless the applicant meets one of the exemptions specified in §10.2.c.1. Required scores are identified in the West Virginia Licensure Testing Directory located on the WVDE website.

10.4.c. Renewal of any Professional Administrative Certificate. The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of completing the following criteria:

10.4.c.1. College/University Coursework. Six semester hours of appropriate college/university coursework related to the public school program as defined in §9.10.g. The coursework must reflect a 3.0 GPA and must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application. The coursework must meet the following criteria: courses relevant to an MA in a curriculum related to the public school program; courses related to improvement of instruction and the applicant's current endorsement area(s); courses needed to qualify for an additional endorsement; or credit prescribed by the county as a result of an applicant's evaluation; or

10.4.c.2. MA+30 Salary Classification. Hold a minimum of an MA+30 salary classification based on the awarding of an MA; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and

10.4.c.3. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent. If the candidate is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, he/she must secure the recommendation from the current employer or community leader.

10.4.d. Permanent Professional Administrative Certificate. In order to convert the Initial Professional Administrative Certificate to the Permanent Professional Administrative Certificate, the applicant for licensure must submit evidence of completing the following criteria: six semester hours of appropriate renewal credit related to the public school program as defined in §9.10.g, or age 60 or holds a minimum of an MA+30 salary classification based on the awarding of an MA; and

10.4.d.1. Five years of educational experience, two years of which must be in any or a combination of the specializations reflected on the Professional Administrative Certificate, and one year of which must be completed in West Virginia; and

10.4.d.2. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent. If the candidate is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, he/she must secure the recommendation from the current employer or community leader.

10.4.d.3. Validity Period. The Permanent Professional Administrative Certificate shall continue to be valid unless surrendered, suspended or revoked.

#### 10.5. Professional Student Support Certificate.

10.5.a. School Counselor. The Initial Professional Student Support Certificate valid for three years is issued for School Counselor to an applicant who meets the following criteria: MA in Counseling from an accredited IHE; and successful completion of an accredited School Counseling Program.

10.5.b. School Nurse. A Professional Student Support Certificate is issued to eligible applicants for School Nurse.

10.5.b.1. The Initial Professional Student Support Certificate valid for three years is issued for School Nurse to an applicant who meets the following criteria: BA or MA in nursing from an accredited IHE, holds a valid Registered Nurse (RN) license issued by the West Virginia Board of Examiners with review and approval of disciplinary action, and successfully completed an accredited School Nursing Program, holds a valid national certificate in school nursing from the National Board of Certification of School Nurses, or holds a valid national certification in an area recognized by WVDE for school nurses that includes but is not limited to: school nurse practitioner, pediatric nurse practitioner, family nurse practitioner, clinical specialist in community health nursing, clinical specialist in child and adolescent

psychiatric and mental health nursing, or advanced nursing administration.

10.5.b.2. Exceptions. A School Nurse who is employed on a Full-Time/First Class Permit (refer to §11.1.e) is not required to have a minimum of a BA for issuance of the original Permit. Evidence of a valid RN license issued by the West Virginia Board of Examiners is required with review and approval of disciplinary action.

10.5.b.3. A School Nurse who is employed on a Full-Time/First Class Permit (refer to §11.2.9) after July 1 is only required to have a minimum of three semester hours of coursework during the first year of the permit's issuance.

10.5.c. School Psychologist. A Professional Support Certificate is issued to eligible applicants for School Psychologist who completes an approved MA in a field related to education from an accredited IHE.

10.5.d. Speech Language Pathologist (SLP). A Professional Student Support Certificate is issued for eligible applicants for SLP.

10.5.d.1. Exception for SLP (Refer to §16.3.a.).

10.5.d.2. Provisional Student Support Certificate. A Provisional Professional Student Support Certificate is issued for SLP to an applicant who meets the requirements listed in §10.1 for a Provisional Teaching or Student Support Certificate.

10.5.d.3. The Initial Professional Student Support Certificate valid for three years is issued for SLP to an applicant who earns an MA by completing an approved program in Speech Language Pathology from an accredited IHE.

10.5.e. Professional Student Support Certificate. Attendance Director. A Professional Support Certificate is issued to eligible applicants for Attendance Director. Unless the individual meets the exception as outline in W. Va. Code §18-8-3.

10.5.e.1. Initial Professional Student Support Certificate. The initial Professional Student Support Certificate valid for three years is issued for Attendance Director to an applicant who completes an approved Social Services and Attendance Program from an accredited IHE.

#### 10.6. Renewal of Professional Student Support Certificate: Renewal, Five-Year and Permanent

10.6.a. Renewal of the Professional Student Support Certificate. The application for renewal of the Professional Student Support Certificate for School Counselor, School Nurse, School Psychologist, SLP, or Attendance Director must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of completing the following criteria:

10.6.a.1. College/University Coursework. Completed six semester hours of appropriate college/university or WVDE e-Learning coursework related to the public school program as defined in §9.10.g. The coursework must reflect a 3.0 GPA and must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application and meet one or a combination of the following options: courses relevant to a MA in a

curriculum related to the public school program; courses related to improvement of instruction and the applicant's current endorsement area(s); courses needed to qualify for an additional endorsement; or credit prescribed by the county as a result of an applicant's evaluation; or holds a minimum of a MA+30 salary classification based on the awarding of a MA; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and

10.6.a.2. Candidate currently employed by a county board of education, must receive the recommendation of the employing county superintendent. If the educator is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, he/she must secure the recommendation from the current employer or community leader.

10.6.a.3. Exception. School Nurse applicants with an expired certificate and with an offer of employment who have been working in the nursing field for the previous academic year may receive a one-year authorization to meet the requirements for renewal of the Professional Student Support Certificate with verification from the entity where the applicant was employed in a nursing capacity.

10.6.b. Professional Five-Year Student Support Certificate. The applicant for licensure must submit evidence of completing the following criteria:

10.6.b.1. College/University Coursework. Six semester hours of appropriate college/university or WVDE e-Learning coursework reflecting a 3.0 GPA and related to the public school program as defined in §9.10.g, unless the applicant holds a minimum of a MA+30 salary classification based on the awarding of a MA. The coursework for conversion must have been completed subsequent to the issuance of the certificate being converted and within the five year period immediately preceding the date of application; and two years of experience, one of which must be completed in West Virginia within one or a combination of the endorsements on the Initial Professional Student Support Certificate; and

10.6.b.2. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent. If the educator is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employed in an educational setting is greater than one year, he/she must secure the recommendation from the current employer or community leader.

10.6.b.3. Validity Period. The Professional Student Support Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.6.c. Permanent Professional Student Support Certificate. The applicant for licensure must submit evidence of completing the following criteria: hold or be eligible for the Professional Student Support Certificate valid for five years; and hold a MA related to the public school program as defined in §9.6.g; and complete five years of educational experience including two within the specialization(s) with one year in a school system in West Virginia for which the permanent certificate is requested; or

10.6.c.1. Out-of-State Candidates (refer to §16 for criteria); or

10.6.c.2. Hold a Professional Student Support Certificate valid for five years; and

10.6.c.3. One Renewal. Renew the Professional Student Support Certificate valid for five years once based on: six semester hours of appropriate renewal credit or WVDE e-Learning reflecting a 3.0 GPA; or a minimum of an MA+30 salary classification based on the awarding of an MA; or age 60; or obtain certification through the NBPTS; and

10.6.c.4. Recommendation. Candidates currently employed by a county board of education must receive the recommendation of the employing county superintendent. If the educator is not employed by a county board of education, then he/she must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employed in an educational setting is greater than one year, he/she must secure the recommendation from the current employer or community leader must be secured.

10.6.c.5. Validity Period. The Permanent Professional Student Support Certificate shall remain valid unless surrendered, suspended, or revoked.

10.6.d. SLP without a license issued to practice in a public school setting must obtain a verification from the IHE where the Speech Language Pathologist (SLP) preparation program was completed (MA); obtain verification of completion of a practicum/clinical experience in the pre-k-12 setting; provide a copy of the valid SLP certificate from the state that issued the SLP certificate; hold a valid West Virginia Board of Examiners in Speech Pathology and Audiology license; hold valid national certification by the American Speech-Language-Hearing Association (ASHA); submit official seal bearing transcripts reflecting all degrees earned, submit passing scores on current Praxis exam as outlined in the West Virginia Licensure Testing Directory, or meets the criteria in §9.13; and complete a West Virginia State Police and FBI background check pursuant to W. Va. Code §18A-3-10 and §9.2.

10.6.d.1. Praxis Exam. Applicants who hold valid national certification by ASHA who took the Praxis exam required by ASHA at the time the national certification was obtained are exempt from meeting the Praxis requirement effective in the West Virginia Licensure Testing Directory at the time of application.

10.6.d.2. Applicants without pre-k-12 practicum/clinical experience A Provisional Student Support Certificate for SLP may be issued to a person who has completed all of the requirements as outlined in §9.13 except verification of completion of a practicum/clinical experience in the pre-k-12 setting. In lieu of practicum/clinical experience, applicants must provide verification of a minimum of one year of experience working with pre-k-12-age students in the state that issued the SLP license.

10.6.d.3. Validity Period. The Provisional Student Support Certificate shall be valid for one school year and shall expire on June 30 of that school year. An educator who graduates in December or whose Provisional Certificate is effective on or after January 1 may be issued a Provisional Certificate valid until June 30 of the following school year. The Provisional Certificate is valid for a period of one year and may not be renewed.

10.6.d.4. Conversion of a Provisional Student Support Certificate. Applicants must provide evidence of a minimum of one year of full-time or contracted services experience working in a West Virginia public school as an SLP with successful evaluations.

10.7. West Virginia Statement of Eligibility can be applied for if an individual who possesses an expired

out-of-state certificate, that has been expired for five years or less at the time of application, valid for three years. Upon full-time employment in a county school system of West Virginia, the applicant may apply for a West Virginia Provisional Professional Teaching Certificate by meeting the following criteria:

10.7.a. Official recommendation from an accredited IHE or a state education agency verifying that a state-approved EPP was completed; and verification that a minimum of two years of successful full-time teaching experience was completed within a public school in the state that issued the expired professional teaching certificate; and a copy of an expired, renewable professional teaching certificate issued without restrictions, which expired within five years from the date of application from another state (must be equivalent to a West Virginia Professional Teaching Certificate); and official seal-bearing transcripts reflecting all coursework attempted and degrees earned with the minimum overall cumulative GPA specified in §9.12.9; and

10.7.b. Clinical Experience/Student Teaching. Verification of successful completion of a state-approved clinical experience/student teaching experience or equivalent; and the general requirements of §9 (including the criminal history record check as referred to in §9.2).

10.7.c. Validity Period. The West Virginia Statement of Eligibility shall be valid for three school years and shall expire on June 30 of the last year of its validity. If employment is not secured within those three years of validity, individuals may apply for a new statement of eligibility.

#### 10.8. Career and Technical Education (CTE) Certificate.

10.8.a. Temporary CTE Certificate. A non-renewable Temporary CTE Certificate may be issued to an educator who holds a valid out-of-state CTE Certificate, has been offered employment and is seeking West Virginia licensure, provided he/she meet the general criteria for the Initial CTE certificate as specified in §10.8. with the exception of the required industry recognized credentials and/or passing scores on required tests. A non-renewable Temporary CTE Certificate may be issued to an educator who holds a valid West Virginia Professional Teaching Certificate and has been offered employment, provided he/she meet the general criteria for the Initial CTE certificate as specified in §10.8 with the exception of passing scores on the required NOCTI exam(s). To upgrade this license to the CTE Certificate, the educator must acquire the required industry recognized credentials, pass all required tests, and apply for initial licensure.

10.8.a.1. Validity Period. The Temporary CTE Certificate valid for one year shall expire on June 30 of the year of its validity.

10.8.b. Initial CTE Certificate may be issued to a person who holds a high school diploma, state-approved high school equivalency, or a degree, as prescribed by the West Virginia CTE Endorsement and Testing Manual, through an accredited IHE; and has completed: the general requirements specified in §9; the work and training experience specified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; the tests specified in §9.13; and the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and the appropriate conditions for issuance identified in §9.13. A CTE Teaching Certificate may be issued in the CTE specializations identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website. The CTE Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.8.b.1. Validity Period. The CTE Certificate shall be valid for no more than five years and shall

expire on June 30 of the last year of its validity.

10.8.b.2. Conditions for Issuance. The applicant for licensure must submit evidence of completing the following criteria: successful completion of an IHE's state-approved CTE program with a minimum 2.5 GPA and the recommendation of the designated official at the IHE through which the program was completed; or a valid West Virginia Professional Teaching Certificate with verification of the required years of work experience by the current or former employer(s) as defined in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; or a valid Out-of-State CTE Certificate in the specialization(s) for which West Virginia licensure is requested and three years of successful out-of-state experience as an educator within the seven years immediately preceding the date of application; and

10.8.b.2.A. Industry Recognized Credentials. For each CTE area of specialization, the alternatively certified teacher hired after June 18, 2003, must: hold and maintain the industry recognized credential when such credential exists; and attain additional certification or endorsements required by the credentialing agency for the program of study in which the alternatively certified teacher is currently teaching (refer to the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website); and passage of the written and performance sections of the content specialization tests identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable: and

10.8.b.2.B. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee. If the educator is not employed by a county board of education, then a recommendation must be secured from the most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, a recommendation from the current employer or community leader must be secured.

10.8.c. Renewal of the CTE Certificate. The applicant for licensure must submit evidence of completing the following criteria: six semester hours of appropriate college/university coursework reflecting a 3.0 GPA related to the public school program, as defined in §9.10.g, or e-Learning courses through the WVDE. The coursework must have been completed subsequent to the issuance of the certificate being renewed and within the five year period immediately preceding the date of application; or hold a minimum of an MA and a minimum of a salary classification (professional or vocational) of an MA+30; or has reached 60 years of age and presents a copy of the birth certificate or official government issue documentation; and

10.8.c.1. Industry Recognized Credentials. A valid industry credential is required for renewal of the CTE Certificate as prescribed by the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and

10.8.c.2. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee. If the educator is not employed by a county board of education, then a recommendation must be secured from the most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, a recommendation from the current

employer or community leader must be secured.

10.8.d. Permanent CTE Certificate. The applicant for licensure must submit evidence of completing the following criteria: hold or be eligible for the CTE Certificate valid for five years; and hold an earned MA related to the public school program as defined in §9.10.g; and complete five years of professional educational experience including two within the specialization(s) for which the permanent certificate is requested; or hold a CTE Certificate valid for five years; and renew the CTE Certificate valid for five years once based on: six semester hours of appropriate renewal credit reflecting a 3.0 GPA; or a minimum of an MA+30 salary classification based on the awarding of an MA; or age 60; and

10.8.d.1. Recommendation. If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee. If the educator is not employed by a county board of education, then a recommendation must be secured from the most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, a recommendation from the current employer or community leader must be secured.

10.8.d.2. Validity Period. The Permanent CTE Certificate shall remain valid unless surrendered, suspended or revoked.

10.8.e. Additional Endorsements for Existing Career Technical Education (CTE) Certificates. An individual who already holds a valid West Virginia CTE Certificate endorsed as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website may add another endorsement by verifying the appropriate wage earning work experience, passing required state exam(s) for the endorsement sought, and holding valid industry credential(s), if applicable.

10.9. Professional Business Official Certificate may be issued for a professional accountant or a Chief School Business official. It may be granted to an individual employed for a specific assignment who has completed a minimum of a BA through an accredited IHE; the general requirements specified in section §9; the minimum GPA specified in §9.12; and the conditions for issuance specified in §10.9.

10.9.a. Validity Period. The Professional Business Official Certificate shall be valid for a period of three years and shall expire on June 30 of the last year of its validity.

10.9.b. Conditions of Issuance. The applicant for the Professional Business Official Certificate must submit evidence of the following: holds a minimum of a BA including 24 semester hours of coursework in accounting completed with a minimum of 2.5 GPA; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

10.9.c. Renewal. The applicant for licensure must provide evidence of satisfying the following: complete 15 clock hours annually of professional learning activities of in-service credit offered or approved by the licensing agency; and receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

10.10. Professional Accountant must meet the licensure requirements in this section and hold a minimum of a BA, including 24 semester hours of coursework in accounting completed with a minimum of a 2.5 GPA; and receive the recommendation of the county superintendent verifying that the applicant



is the most qualified candidate for the position.

10.10.a. Renewal. The applicant for licensure must provide evidence of satisfying the following: complete six clock hours of professional learning activities annually of in-service credit offered or approved by the WVDE; and receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

#### **126-136-11. Permits Issued to Professional Educators.**

##### **11.1. First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel.**

11.1.a. General Criteria. The First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be issued for any specialization recognized on the Professional Teaching and Support Certificate. An Initial First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be granted to an individual employed for a specific assignment who has completed a minimum of a BA through an accredited IHE; the general requirements specified in §9; the minimum GPA specified in §9.12; and the conditions for issuance specified in §11.1.c.

11.1.b. Validity Period. The First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a Permit valid until June 30 of the following school year.

11.1.c. Conditions for Issuance. The applicant for the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel must submit evidence of completing the following criteria:

11.1.c.1. College/University Coursework. For all endorsement areas except school psychologist, verification by the designated official at the IHE through which the program is being completed that the applicant has completed 25 percent or six semester hours, whichever is greater, of the state-approved program in the specialization(s) for which the permit is requested. For the endorsement area of school psychologist, verification by the designated official at the IHE through which the program is being completed that the applicant has completed 70 percent of the state-approved program in the specialization for which the permit is requested; and submission of the Professional Commitment form verifying the applicant's enrollment in the state-approved program; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.1.d. Five-Year Limit. All requirements for the Professional Teaching or Student Support Certificate must be completed within five years of the original issuance of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel. The position held by an educator issued a First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel is not subject to posting provided the educator meets the annual renewal requirements specified in §11.2 and completes the state-approved program within five years. The State Superintendent may extend the five-year limit, if extenuating circumstances as identified in §14.5.a, warrant the extension.

11.1.e. Exception for a School Nurse. A school nurse who is employed on a First-Class/Full-Time Permit or Authorization for School Nurse is not required to have a minimum of a BA. The applicant must provide evidence of holding a Nursing Diploma or AA in Nursing and hold a valid RN license issued by the West Virginia Board of Examiners with review and approval of disciplinary action. The applicant shall

complete a Bachelor of Science in Nursing (BSN) from an accredited IHE within five years. The applicant must submit professional commitment approved by the county of employment and an IHE and complete a minimum of six semester hours annually towards the completion of a BSN degree. All requirements for the BSN degree must be completed within five years of the original issuance of the First-Class/Full-Time Permit.

11.2. Renewal of the First Class/Full Time Permit for Professional Teaching and Student Support Personnel for individuals who continue to be employed in the specialization reflected in the Permit must submit evidence of completing the following criteria: completion of six semester hours of required coursework from or approved by the accredited IHE where the applicant is completing the approved licensure program reflecting a minimum 3.0 GPA within the IHE towards the approved program or BSN degree requirement; and submission of the professional commitment form verifying the applicant's enrollment in the state-approved program or currently completing the BSN requirements; and recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.2.a. Exception for a School Nurse. A School Nurse who is employed on a Full-Time/First Class Permit (refer to §11.1.e) after July 1 is only required to have a minimum of three semester hours of coursework during the first year of the permit's issuance.

11.2.b. Extenuating Circumstances. The State Superintendent may extend the five-year limit if extenuating circumstances, as identified in §14.4, warrant the extension. A county superintendent may request, in writing to the State Superintendent, an extension of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel for an employee, including the county superintendent, who meets one of the three extenuating circumstances described in §14.4. The superintendent's letter must be accompanied by the appropriate application and processing fee. The State Superintendent shall render a decision; however, the permit may not be extended beyond one school year or more than once.

11.2.b.1. The county superintendent shall submit verification from the designated official at the IHE through which the applicant is completing the state-approved program that no required coursework was available during the school year; or the county superintendent shall submit the applicant's description of how a major hardship other than illness prevented the applicant from completing the required coursework.

11.3. First-Class/Full-Time Permit for CTE for teaching in a CTE secondary or adult program may be issued to a person who holds a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE, and has completed the general requirements specified in §9; and the conditions for issuance identified in §11.3.a.2.

11.3.a.1. Validity Period. The First-Class/Full-Time Permit for CTE shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a First-Class/Full-Time Permit for CTE valid until June 30 of the following school year. This is to allow completion of the required coursework prior to making application for the initial CTE certificate.

11.3.a.2. Common Conditions for Issuance. The applicant for the First-Class/Full-Time Permit for CTE must submit evidence of satisfying the following common conditions for issuance and the appropriate content specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing

Manual maintained on the WVDE website;

11.3.a.3. Basic Skills. Minimum proficiency levels on the WVBE approved basic skills test(s) listed in the West Virginia Licensure Testing Directory or the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website or qualify for exemption as specified in §10.2.c.1; and

11.3.a.4. Verification of the required years of work experience from the current or former employer(s) as described in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and submission of the Professional Commitment verifying the applicant's enrollment or intent of enrolling in the approved CTE preparation program; and the alternatively certified teacher hired after June 18, 2003, must hold and maintain the industry recognized credential, if applicable, for each specialization (refer to the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website); and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.3.b. Renewal of the First-Class/Full-Time Permit for CTE for individuals who continue to be employed must submit evidence of completing the following criteria: passage of the written and performance sections of the content specialization test identified in the West Virginia CTE Endorsement and Testing Manual located on the WVDE website (for first-time renewals), if applicable; and verification by the designated official at the IHE through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.0 GPA within the IHE's state-approved program; and a valid industry credential as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.3.c. Subsequent Renewal(s): Conditions for Issuance. The holder of a First-Class/Full-Time CTE Permit who continues to be employed must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.0 GPA within the IHE's state-approved program; and a valid industry credential is required for renewal of the First Class/Full Time Permit for CTE as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

#### 11.4. First-Class/Full-Time Permit for Administrators.

11.4.a. Initial First-Class/Full-Time Permit endorsed for Principal, General Supervisor, or Superintendent may be granted to an individual employed for an administrative assignment who has completed: a minimum of an MA through an accredited IHE; the general requirements specified in §9; the minimum GPA specified in §9.12; three years of managements level experience; education and training in evaluation skills through the WVDE or equivalent training approved by the WVBE; and the conditions for issuance specified in §11.4.c.

11.4.b. Validity Period. The First-Class/Full-Time Permit for Administrators shall be valid for one

school year and shall expire on June 30 of that school year. An educator employed on or after January 1 may be issued a Permit valid until June 30 of the following school year.

11.4.c. Conditions for Issuance. The applicant for the First-Class/Full-Time Permit for Administrators must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the applicant has completed 25 percent of the approved program in the specialization(s) for which the permit is requested; and submission of the Professional Commitment verifying the applicant's enrollment in the state-approved program; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, or, if the candidate for the permit is a county superintendent, receive a recommendation and verification of employment from the county board of education.

11.4.d. Time Limitations. All requirements for the Professional Administrative Certificate endorsed for Principal or Supervisor of Instruction must be completed within five years of the original issuance of the First-Class/Full-Time Permit for Administrators as specified in W. Va. Code §18A-4-7a. All requirements for the Professional Administrative Certificate endorsed for Superintendent must be completed within three years of the original issuance of the First-Class/Full-Time Permit for Administrators as specified in W. Va. Code §18-4-2. If required coursework is not available, the county superintendent may request an extension of the First-Class/Full-Time Permit for Administrators as specified in §14. The position held by an educator issued a Full-Time Permit is not subject to posting provided the educator meets the annual renewal requirements specified in §11.4.e and completes the state-approved program.

11.4.e. Renewal of the First-Class/Full-Time Permit for Administrators who continue to be employed in the specialization(s) reflected on the permit must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.0 GPA within the IHE's state-approved program in the specialization for which the permit is requested; and receive the recommendation of the employing county superintendent or, if the candidate for the permit is a county superintendent, receive a recommendation and verification of continued employment and satisfactory performance from the county board of education as specified in W. Va. Code §18-4-2.

11.4.f. Extension of the First-Class/Full-Time Permit for Administrators for Extenuating Circumstances. The First-Class/Full-Time Permit endorsed for Principal, Supervisor of Instruction or Superintendent may be extended as indicated in §14.4 as long as the time frames specified in §11.4.d are not exceeded.

11.5. Permits for TIR may be granted to an individual who: is enrolled in a WVBE approved TIR program in accordance with an agreement between an IHE and a county board of education; has satisfied the general requirements in §9.1; has satisfied the test requirements specified in §9.13) has a minimum GPA of 3.0 in the area of specialization; and has satisfied the conditions for issuance specified in §11.5.b.

11.5.a. Validity Period. The TIR Permit shall be valid for one school year and shall expire on June 30.

11.5.b. Conditions for Issuance. The applicant for the TIR Permit must submit evidence of completing the following criteria: verification of enrollment in an approved TIR program; and verification of position posting; and all applicants for the Clinical Experience Permit whose applications are received

by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in §9.2, unless the applicant holds a valid credential issued by the WVDE. Such criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; and receive the recommendation of the designated IHE official; and receive the recommendation of the county superintendent in the county in which the applicant will serve as the TIR.

11.6. Permits for Clinical Experiences (Teachers, Administrators and Student Support Candidates) may be granted to an individual who: is enrolled and in good standing in a WVBE approved EPP or in an out-of-state accredited IHE as specified in §4.38 with a current agreement with the West Virginia county board of education prior to placement in a West Virginia public or non-public school, in accordance with Policy 5100, for the clinical experience and who may not have yet obtained a BA; will have satisfied the state-specific program requirements for the area in which the individual is seeking licensure prior to clinical placement; and has satisfied the general requirements in §9.1; and has satisfied the conditions of issuance in §11.6.b.

11.6.a. Validity Period. The Clinical Experience Permit shall be valid for one school year and shall expire on June 30. Upon verification from the IHE of successful completion of the clinical experience, the Clinical Experience Permit shall be eligible to be used as a Short-Term Substitute Permit in the endorsement area in which certification is being sought (Teacher, Administrator, or Student Support) §4.62.

11.6.b. Conditions for Issuance. The applicant for the Clinical Experience Permit may apply during the semester prior to the beginning of the clinical experience assignment and must submit evidence of completing the following criteria: verification of enrollment in an in-state or out-of-state-approved EPP; and

11.6.b.1. Criminal History Record Check. All applicants for the Clinical Experience Permit whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in §9.2, unless the applicant holds a valid credential issued by the WVDE. Such criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; and

11.6.b.2. Required Testing. Individuals must pass WVBE required testing as outlined in §9.13 unless a qualifying exemption is met as outlined in §10.2.c.1.

11.6.b.2.A. Teachers must pass test(s) required for basic skills and content proficiency. Individuals enrolled in a state-approved EPP resulting in a MA are exempt from basic skills proficiency testing requirements for the clinical experience permit;

11.6.b.2.B. Administrators must pass test(s) required for content proficiency;

11.6.b.2.C. Student Support must pass test(s) required for content proficiency; Speech Language Pathologist candidates are exempt from this requirement and do not need to provide passing content proficiency scores prior to completing the clinical experience; and receive the recommendation of the designated IHE official; and the recommendation of the county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee.

11.7. Substitute Permits for Professional Educators.

#### 11.7.a. Short-Term Substitute Permit for Teaching, Support and Administrative Personnel.

11.7.a.1. General Criteria. The Initial Short-Term Substitute Permit endorsed for general substitute may be granted to an individual who is temporarily replacing the educator assigned to a specific position and who has completed: a minimum of a BA through an accredited IHE; the general requirements specified in §9; with the exception of United States Citizenship; a minimum GPA of 2.0; and the conditions for issuance specified in §11.7.a.3. A short-term substitute is one who fills a position for 30 days or fewer.

11.7.a.2. Validity Period. The Short-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.a.3. Conditions for Issuance. The applicant for the Short-Term Substitute Permit must submit evidence of completing the following criteria:

11.7.a.3.A. Verification of successful completion of 18 clock hours of training provided or authorized by the employing county board of education or available through the WVDE e-Learning platform to include but not be limited to classroom management, state and local policies, state-approved content standards, and an overview of school law to include reporting requirements for suspected child abuse. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency (LEA). Completion of clinical practice at a West Virginia IHE approved by the WVBE to offer teacher education programs may be used in lieu of the training. The clinical practice must have been completed no more than one year prior to the date the application is received by the LEA; and receive the recommendation of the employing county superintendent .

11.7.b. Renewal of the Short-Term Substitute Permit. The applicant for renewal of the Short-Term Substitute Permit must provide evidence of the following:

11.7.b.1. Verification of Training. Verification of successful completion of 12 clock hours of in-service training provided or authorized by the employing county or available through the WVDE e-Learning platform to include but not be limited to classroom management and teaching strategies. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must be completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; or

11.7.b.2. Successful completion of six semester hours of coursework from a regionally accredited IHE. The coursework must be related to the public school program and completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; and receive the recommendation of the employing county superintendent .

#### 11.7.c. Long-Term Substitute Permit for Teaching, Support and Administrative Personnel.

11.7.c.1. General Criteria. The Initial Long-Term Substitute Permit endorsed for any specialization recognized on the Professional Teaching, Support, or Administrative Certificate may be granted to an individual has completed a minimum of a BA through an accredited IHE, or a minimum of a Nursing Diploma/AA and a valid West Virginia RN license; the general requirements specified in §9; with the exception of United States Citizenship a minimum GPA of 2.0; and the conditions for issuance specified in

§11.7.c.3. A long-term substitute is one who fills a position for more than 30 days.

11.7.c.2. Validity Period. The Long-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.c.3. Conditions for Issuance. The applicant for Long-Term Substitute Permit must submit evidence of completing the following criteria:

11.7.c.3.A. Verification of successful completion of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform to include but not be limited to classroom management, state and local policies, state-approved content standards, and an overview of school law to include reporting requirements for suspected child abuse. For elementary education endorsements, training must include teaching reading and literacy. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency. Completion of clinical practice at a West Virginia IHE approved by the WVBE to offer teacher education programs may be used in lieu of the training. The clinical practice must have been completed no more than one year prior to the date the application is received by the local education agency or an individual who possesses a valid Permanent West Virginia Professional Teaching Certificate in another endorsement area;

11.7.c.3.A.1. Exceptions. Those applying for School Nurse Substitute permits must hold a valid RN licensure issued by the West Virginia Board of Examiners with review and approval of disciplinary action and have completed 12 hours of training related to school nursing and six hours of clinical time with a certified school nurse who is an RN; and

11.7.c.3.B. College/University Coursework. 12 semester hours of coursework with a minimum GPA of 2.0 for each course from an accredited IHE in any specialization area recognized on the Professional Teaching or Support Certificate. For elementary education endorsements, a minimum of 12 semester hours should include at least one college level mathematics course and a combination of core content coursework including but not limited to English, science and social studies. One course related to child development, early learning, or reading and writing may be used in lieu of a core content course other than mathematics; and receive the recommendation of the employing county superintendent; or

11.7.c.3.C. Hold an expired West Virginia Professional Certificate or a valid or expired Out-of-State Professional Teaching, Student Support, or Administrative Certificate endorsed for the specialization(s) consistent with the specialization(s) for which the Substitute Permit is requested; applicants for the Long Term Substitute Permit may use the expired West Virginia Professional Certificate or Out-of-State Professional Certificate, as defined above, only one time to obtain a Substitute Permit provided that the Certificate has not been expired for more than five years prior to the date of application. If the Certificate has been expired longer than five years prior to the date of application for the Substitute Permit, the applicant must follow the requirements as listed in §11.7.c.3.A to obtain the Substitute Permit; and receive the recommendation of the employing county superintendent.

11.7.d. Renewal of the Long-Term Substitute Permit for Teaching, Support and Administrative Personnel. The applicant for renewal of the Long-Term Substitute Permit for Teaching, Support and Administrative Personnel must provide evidence of the following:

11.7.d.1. Verification of Training. Verification of successful completion of 12 clock hours of in-service training provided or authorized by the employing county or available through the WVDE e-Learning platform to include but not be limited to classroom management and teaching strategies. For elementary education endorsements, training must include teaching reading and literacy. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must have been completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; or an individual who possesses a valid Permanent West Virginia Professional Teaching Certificate in another endorsement area; or

11.7.d.2. Successful completion of six semester hours of coursework from an accredited IHE. The coursework must be related to the public school program and completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application. For elementary education endorsements, coursework must be related to the public school program or directly related to Elementary education; and receive the recommendation of the employing county superintendent.

11.7.d.3. Exceptions. Those applying for renewal of the school nurse substitute permit must have completed 12 hours of training related to school nursing and hold a valid RN licensure issued by the West Virginia Board of Examiners with review and approval of disciplinary action;

11.7.e. Substitute Permit for Applicants with a Valid West Virginia Professional Certificate or a permit for Non-United States Citizen may apply for a Long-Term Substitute Permit for any specialization area(s) for which he/she qualifies in accordance with §11.7.c without completing the initial 18 clock hours of training. If the applicant keeps the West Virginia Professional Certificate valid, he/she is not required to complete the 12 clock hours of renewal training when renewing the Long-Term Substitute Permit provided all other requirements are met.

11.7.f. Initial Substitute CTE Permit for teaching in a CTE secondary or adult program may be issued to a person who holds a high school diploma or state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and has completed: the general requirements specified in §9; the common conditions for issuance identified in §11.7.f.2; and the appropriate content-specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

11.7.f.1. Validity Period. The Substitute CTE Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.f.2. Common Conditions for Issuance. The applicant for the Substitute CTE Permit must submit evidence of satisfying all of the following common conditions for issuance and the appropriate content specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

11.7.f.2.A. Wage-Earning Experience. Verification of the required years of work experience by the current or former employer(s) as described in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and

11.7.f.2.B. Verification of successful completion of 18 clock hours of training provided or authorized by the employing county to include, but not be limited to, classroom management, state and



local policies, instructional goals and objectives, and an overview of school law to include reporting requirements for suspected child abuse. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the LEA. RNs who hold a valid nursing license and are hired as clinical instructors to monitor students in the practical nursing and certified nursing assistant programs are exempt from the 18 hours of training as specified in this section; and

11.7.f.2.C. Industry Recognized Credentials. The applicant for the Substitute CTE Permit must submit evidence of holding the industry recognized credential(s), if applicable, as identified in the CTE Endorsement and Testing Manual on the WVDE website; and receive the recommendation of the employing Superintendent, Multi-County CTE Administrator, or ODP Superintendent or designee; and

11.7.f.2.D. Substitute CTE Permit Applicants with a Valid West Virginia Professional Certificate. Any applicant with a valid West Virginia Professional Certificate may apply for a Substitute CTE Permit for any specialization area(s) for which he/she qualifies in accordance with the appropriate content specific conditions for issuance identified in §11.7.f.2 without completing the initial 18 clock hours of training.

11.7.g. Renewal of Substitute CTE Permit must submit evidence of completing the following criteria: verification of successful completion of 12 clock hours of in-service training provided or authorized by the employing county to include, but not be limited to, classroom management and teaching strategies. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must have been completed subsequent to the issuance of the permit being renewed and within the five-year period immediately preceding the date of application; or

11.7.g.1. Successful completion of six semester hours of coursework from a regionally accredited IHE. The coursework must be related to the public school program and completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; and

11.7.g.2. Industry Recognized Credential. A valid industry credential is required for renewal of the Substitute CTE Permit as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the Superintendent, Multi-County CTE Administrator, or ODP Superintendent or designee.

## 11.8. Adult Credentials.

11.8.a. The adult license endorsed for Adult Education shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in §11.8.c for an initial license and §11.8.d for renewal of the license.

11.8.b. The Adult Permit endorsed for areas of CTE for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in §11.8.c for an initial permit and §11.8.d for renewal of the permit.

11.8.b.1. Adult Permit endorsed for EMS (Public Service Training). The Adult Permit endorsed for EMS for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in §11.8.f.2 for an initial permit and §11.8.g for renewal of the permit.

11.8.b.2. Adult Permit endorsed for Fire Service Training (Public Service Training). The Adult Permit endorsed for Fire Service Training for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in §11.8.g for an initial permit and §11.8.g.2 for renewal of the permit.

11.8.c. Initial Adult License Endorsed for Adult Education. The applicant must submit evidence of completing the following criteria for an Initial Adult License Endorsed for Adult Education: minimum of a BA from an accredited IHE; and completion of the general requirements specified in §9; and the minimum GPA specified in §9.12; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend for licensure.

11.8.d. Renewal of the Initial Adult License Endorsed for Adult Education. The applicant must submit evidence of the following for renewal of the Adult License Endorsed for Adult Education: six semester hours of college/university coursework reflecting a 3.0 GPA related to the public school program or related to basic skills content; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and adult education professional learning activities as prescribed in the West Virginia Adult Education Instructor Handbook on the WVDE website and approved by the licensing agency; and

11.8.d.1. Recommendation WVDE Adult Education Director or receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend for licensure.

11.8.e. Initial Adult Permit endorsed for areas of Career and Technical Education. The applicant must submit evidence of the following for the Adult Permit endorsed for part-time employment in areas of CTE identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and the general requirements specified in §9; and a minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and content specific conditions for issuance as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website (including industry credentials and work experience, as applicable); and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, ODTP Superintendent or designee.

11.8.e.1. Renewal of the Adult Permit endorsed for areas of Career and Technical Education. The applicant must submit evidence of completing the following criteria for renewal of the Adult Permit endorsed for part-time employment in areas of CTE identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website: six semester hours of college/university coursework reflecting a minimum 3.0 GPA related to the public school program; and a valid industry credential is required for renewal of the Adult Permit as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee.

11.8.f. Initial Emergency Medical Services (EMS) Adult Permit. The applicant for the Initial EMS (Public Service Training) Adult Permit for part-time employment must submit evidence of completing the

following criteria: completion of the general requirements specified in §9; and hold a current West Virginia Emergency Medical Technician (EMT) license, West Virginia Paramedic Certification, National Registry EMT, or Paramedic license; and complete four years of recent volunteer or paid work experience, which may include emergency room or emergency medical care, beyond the training period in the occupation to be taught; and scores reflecting a minimum of 85 percent on a WVDE-approved examination; and hold a valid cardiopulmonary resuscitation (CPR) instructor certification; and

11.8.f.1. Complete a WVDE-approved instructor course; and successfully complete the EMT field-based experience; and a minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and receive the recommendation of the employing county superintendent or a designated official from WVDE Division of Technical Education and Governor's Economic Initiatives.

11.8.f.2. Renewal of the EMS Adult Permit. The applicant for renewal of the EMS Adult Permit for part-time employment must submit evidence of completing the following criteria: hold a valid West Virginia EMT, West Virginia Paramedic Certification, or National Registry EMT or Paramedic license; and hold a valid CPR instructor certification; and complete 30 hours of teaching activity in EMS or related courses subsequent to the issuance of the license being renewed; and attend at least three approved instructor seminars subsequent to the issuance of the license being renewed; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Division of Technical Education and Governor's Economic Initiatives.

11.8.g. Initial Fire Service Training Adult Permit. The applicant for the Initial Fire Service Training Adult Permit for part-time employment must submit evidence of completing the following criteria: completion of the general requirements specified in §9; and complete four years of volunteer or paid work experience in the field of fire service; and complete an approved instructor training program and successfully complete the field-based experience in fire instructor training and provide verification of completion of required training in firefighting and hazardous materials; and hold current Cardiopulmonary Resuscitation (CPR) certification; and First Aid or Advanced EMS certification; and test scores reflecting a minimum of 85 percent on a WVDE-approved examination; and

11.8.g.1. A minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Division of Technical Education and Governor's Economic Initiatives.

11.8.g.2. Renewal. The applicant for renewal of the Fire Service Training Adult Permit for part-time employment must submit evidence of completing the following criteria: complete 30 hours of teaching activity in an approved fire service or related course subsequent to the issuance of the license being renewed; and attend at least three approved instructor seminars subsequent to the issuance of the license being renewed; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Division of Technical Education and Governor's Economic Initiatives.

#### 11.9. Authorizations Issued to Educators.

11.9.a. General Criteria. An Authorization may be issued to a person who has completed: the minimum of a BA or an MA as specified in Appendix A through an accredited IHE, if applicable; the general requirements specified in §9, with the exception of citizenship as noted for coaches; the minimum GPA

specified in §9.12, if applicable; and the conditions for issuance specified for the specialization or concentration for which licensure is requested. The Authorization shall be endorsed to indicate the specialization(s) and/or concentration(s) and grade levels in which the holder can be legally assigned within the public schools. The Authorization may be issued to an individual who is assigned to a position for which a specialization related to public school instruction or a public school program does not exist on the Professional or CTE Certificate.

11.9.a.1. **Validity Period.** An Authorization shall be valid for one school year and shall expire on June 30, unless language herein extends the validity period. An applicant employed in a specialization other than coaching on or after January 1 may be issued an Authorization valid until June 30 of the following school year. The Authorization endorsed for coaching shall expire June 30 of the current school year.

11.9.a.2. **Conditions for Issuance.** The applicant for an Authorization must submit evidence of satisfying the specific conditions for issuance for the specialization for which licensure is requested.

11.9.b. **Initial Out-of-Field Authorization for Teaching.** The applicant must submit evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive approval from the local board of education; and submit the professional commitment form verifying the applicant is enrolled in an IHE's state-approved program; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified or only candidate for the position.

11.9.b.1. **Limitations.** Out-of-Field Authorizations are restricted to teaching specializations and will be granted only if the applicant does not qualify for a First-Class/Full-Time Permit.

11.9.b.2. **Extension.** An Out-of-Field Authorization may be extended as indicated in §14.4.

11.9.b.3. **Renewal of the Out-of-Field Authorization for Teaching.** The applicant for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and complete six semester hours of college/university coursework approved by the accredited IHE, where the applicant is completing the approved licensure program; and obtain a 3.0 GPA within the approved program degree requirements of the specializations for which the Out-of-Field Authorization is granted; and obtain the recommendation of the designated IHE official verifying the coursework completed is part of the IHE's state-approved program; and receive the recommendation from the employing county superintendent.

11.9.c. **Initial Authorization for Alternative Education.** The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position and meets the selection criteria for being able to work with troubled and disruptive youth as established in W. Va. 126CSR99, Policy 4373, Expected Behavior in Safe and Supportive Schools.

11.9.c.1. **Renewal of the Authorization for Alternative Education.** The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.d. Initial Authorization for CTE Health Care Fundamentals. The applicant for licensure must: hold a professional teaching certificate endorsed for biology, chemistry, general science or health and complete WVDE sponsored professional learning activities; and receive the recommendation of the employing county superintendent with verification that there is no available candidate with the required certification.

11.9.d.1. Renewal of CTE Health Care Fundamentals requires applicant to provide evidence of the completing the following criteria: complete WVDE sponsored professional learning activities; and receive the recommendation of the employing county superintendent with verification that there is no available candidate with the required certification.

11.9.e. Initial Authorization for Coaching. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a high school diploma or TASC; and be employed under a contract with a board of education to serve as a coach; and complete approved training if the sport falls within the jurisdiction of the West Virginia Secondary School Activities Commission (WVSSAC), or approved local board of education training if the sport is not within the jurisdiction of the WVSSAC; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.e.1. Continued Employment. A coach who previously received an authorization based on less than a high school diploma or TASC and has no break in service may continue to receive an authorization.

11.9.e.2. Exemption. A coach is exempt from meeting the citizenship requirement.

11.9.e.3. Renewal of the Authorization for Coaching. The applicant for licensure must provide evidence of completing the following criteria: be employed under a contract with a West Virginia county board of education to serve as a coach; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.f. Permanent Authorization for Grade Modification. The applicant for licensure must provide evidence of completing the following criteria: hold a valid license reflecting an endorsement(s) listed in Appendix A; and receive the recommendation of a county superintendent.

11.9.g. Initial Authorization for Jobs for West Virginia Graduates Program. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a BA from an accredited IHE; and be employed as a teacher in the Jobs for West Virginia's Graduates Program; and receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.g.1. Renewal of the Authorization for Jobs for West Virginia's Graduates Program. The applicant for licensure must provide evidence of completing the following criteria: be employed as a teacher in the Jobs for West Virginia's Graduates Program; and receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.h. Initial Authorization and Renewal for Junior Reserve Officers' Training Corps (JROTC), Program. The applicant for licensure must provide evidence of completing the following criteria: hold JROTC Instructor certification awarded by a branch of the United States Branch Military; and receive the

recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.i. Initial Temporary Authorization for School Nutrition Director. The applicant for licensure must provide evidence of satisfying the following: hold a bachelor's degree with a minimum 2.5 GPA, including six semester hours of coursework related to nutrition, food, and/or food service management, or WVDE-approved training as provided by the Office of Child Nutrition within 90 days of the start date; and provide evidence of at least eight hours of food safety training obtained no more than five years prior to or within 30 days of start date; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.i.1. Validity Period. The Temporary Authorization for School Nutrition Director shall be valid for three years.

11.9.i.2. Renewal of the Temporary Authorization for School Nutrition Director. The applicant for licensure must provide evidence of satisfying the following: completion of 12 clock hours of job-specific training each year related to child nutrition programs; and a valid USDA food safety certification; and receive the recommendation of the county superintendent.

11.9.j. Initial Authorization for Speech Assistant. The applicant for the licensure must provide evidence of completing the following criteria: hold a minimum of a BA in speech pathology or communication disorders from an accredited IHE; and be employed as a speech assistant by a county board of education in West Virginia; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position and that no fully West Virginia certified SLP has applied for the available position.

11.9.j.1. Renewal of the Authorization for Speech Assistant. The applicant for the licensure must provide evidence of completing the following criteria: complete professional learning activities as designated by the WVDE; and be employed as a speech assistant by a county board of education in West Virginia; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position and that no fully West Virginia certified SLP has applied for the available position.

11.9.k. Permanent Authorization for Speech and Hearing Therapy or Educational Audiology, birth through adult. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate endorsed for speech and hearing therapy or educational audiology; and receive the recommendation of the employing county superintendent.

11.9.k.1. Limitations. The Authorization shall remain valid provided the applicant maintains his/her Professional Certificate endorsed for speech and hearing therapy or educational audiology. The Authorization shall be valid in any county in West Virginia.

11.9.l. Initial Authorization for Curriculum/Cultural Enrichment. The applicant for licensure must meet the following criteria: hold a minimum of a BA from an accredited IHE; and be employed by a county board of education in West Virginia to provide curriculum/culture enrichment in accordance with locally adopted policy that provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.l.1. Renewal of the Authorization for Curriculum/Cultural Enrichment. The applicant for licensure must the following criteria: be employed by a county board of education in West Virginia to provide curriculum/cultural enrichment in accordance with locally adopted policy that provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.m. Initial Temporary Reading Authorization. The applicant for licensure must meet the following criteria: hold a valid Professional Teaching Certificate endorsed for Multi-Subjects (K-8) or Elementary Education (1-8); and be employed to provide reading instruction in grades seven and eight by a county board of education in West Virginia whose local policy provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.m.1. Renewal of the Temporary Authorization for Reading. The applicant for licensure must meet the following criteria: be employed to provide reading instruction in grades seven and eight by a county board of education in West Virginia whose local policy provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.n. Initial Temporary Authorization for Technology Integration Specialist. The temporary authorization for Technology Integration Specialist is valid for one year and is eligible for one renewal in the year immediately following the initial authorization for technology integration specialist. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a BA; and hold a valid West Virginia Professional Certificate; and complete up to 40 days (320 clock hours) of professional learning credit related to technology integration programs offered or approved by the WVDE; and; receive the recommendation of the employing county superintendent.

11.9.n.1. Renewal of the Temporary Authorization for Technology Integration Specialist. The applicant for licensure must provide evidence of completing the following criteria: acceptance into the WVDE Technology Integration Specialist Cohort; and upon completion of the required 40 days/320 hours of training the educator apply for the Advanced Credential endorsed for Technology Integration Specialist; and receive the recommendation of the employing county superintendent.

11.9.o. Initial Authorization for School Nurse. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a Nursing Diploma/AA and hold a valid RN license issued by the West Virginia Board of Examiners; and be employed, by a county board of education in West Virginia, to meet student health care needs after the ratio set forth in W. Va. Code §18-5-22 is met; or be employed when no applicants meet the school nurse certification requirements as defined in §10.5.b; and complete the School Nurse orientation professional learning activities provided or approved by the WVDE; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position in which no applicant meeting the School Nurse Certification requirements as defined in §10.5.b has applied.

11.9.o.1. Renewal of the Authorization for School Nurse. he applicant for licensure must prove evidence of completing the following criteria: hold a Valid RN license issued by the West Virginia Board of Examiners with review and approval of disciplinary action; and complete a minimum of 12 continuing education contact hours in school health or pediatric medicine topics provided or approved by the WVDE; and be employed to meet student health care needs by a county board of education in West Virginia; and

receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position in which no applicant meeting the School Nurse Certification requirements as defined in §10.3.b has applied.

11.9.p. Permanent Authorization for Community Programs. The applicant for licensure must submit evidence of the following after August 1, 2013: BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; and verification of coursework and/or professional learning, approved by the WVDE, in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement; and verification of at least one year of early education teaching experience; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.9.p.1. Initial Temporary Authorization for Community Programs. The applicant for licensure must submit evidence of the following after August 1, 2013: BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; and verification of at least one year of early education teaching experience; and submission of commitment to complete coursework and/or professional learning, approved by the WVDE, in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.9.p.2. Renewal of the Temporary Authorization for Community Programs. The applicant for licensure must submit evidence of completing the following criteria: six semester hours of unduplicated coursework or equivalent professional learning, approved by the WVDE, in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement or coursework leading to teacher licensure in Early Education, Preschool Education, or Preschool Special Needs; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.9.q. Permanent Authorization for United States History to 1900. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate endorsed to teach Social Studies through the ninth grade; and verification of at least one year of successful experience teaching the United States History through 1900 course; and receive the recommendation of the employing county superintendent.

11.9.r. Initial Temporary Authorization for Technology Systems Specialist (TSS). A person assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies. All individuals working as TSS must hold an authorization. The Temporary Authorization for TSS is valid for one year and shall expire on June 30 and may only be renewed two times. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of an AA from an accredited IHE; and receive a recommendation from the employing county superintendent.

11.9.r.1. Renewal of the Temporary Authorization for TSS. The applicant for licensure must



provide evidence of satisfying completing the following criteria: verification of progress of achieving Basic Level Technology Certifications or Advanced Level Certification as approved by the WVDE; and receive the recommendation of the county superintendent.

11.9.s. Permanent Authorization for TSS. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of an associate's degree AA from an accredited institution of higher education IHE; and possess at least two valid Basic Level Technology Certifications or one valid Advanced Level Certification as approved by the WVDE; and receive the recommendation of the employing county superintendent.

11.9.t. Permanent Authorization for Math I. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate endorsed to teach General Math through Algebra I at the 5-9 or 5-Adult programmatic level; and complete WVDE professional learning; and receive the recommendation of the employing county superintendent.

11.9.u. Permanent Authorization for National Guard Youth Challenge (NGYC), Program. The applicant for licensure must provide evidence of completing the following criteria: hold NGYC Basic-NCI Basic Course Certificate by the Office of Athletics and Youth Development, National Guard Bureau, and receive the recommendation of the employing county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.v. Permanent Authorization for CTE for Middle School Education. The applicant for licensure must provide evidence of completing the following criteria: hold a valid CTE Certificate; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.w. Initial Authorization for Professional Accountant (Refer to §10.9).

11.9.x. Initial Authorization for Temporary Driver Education Teacher. The individual, when providing instruction in the public schools, may only be employed under a contract with the respective county board of education. The contract shall specify the duties to be performed, a rate of pay that is equivalent to the rate of pay for professional educators in the school system who accept similar duties as extra duty assignments and provides that the county board of education maintain liability insurance associated with the activity.

11.9.x.1. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a BA degree in any field of study or a high school diploma with five years of documented professional experience as a driving instructor; and completes an orientation program approved by the WVDE; and has held a valid motor vehicle operator's license for the past five years; and be in good health and free from impairments that would adversely affect the safety of pupils and the general public; and have a satisfactory driving record confirmed and approved through the Accident Prevention Bureau, West Virginia Department of Public Safety and/or Division of Motor Vehicles (DMV); and completed defensive driving training; and not accumulated more than nine points on his/her DMV record at any time during the past five years; and not been convicted and/or had a DMV suspension or revocation of license on a charge of operating a motor vehicle while under the influence of alcohol, controlled substance, any other drugs or the combination thereof and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such as positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or

revocation; and completion of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform unless the individual possesses a valid West Virginia Professional Teaching Certificate.

11.9.x.2. The individual applying for the permit or certificate is subject to a criminal history check; and must receive the recommendation of the county superintendent.

11.9.x.3. Renewal of the Authorization for Temporary Driver Education Teacher applicant for licensure must provide evidence of completing the following criteria: copy of the verification of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform or Valid West Virginia Professional Teaching Certificate; and verification of six hours of coursework towards Driver Education Certification; or three hours of approved professional learning by the WVDE; and verification of completion of Driver's Education Clinical Experience with a certified, current Driver Education Teacher; and copy of current Driver's License and driving record; and receive the recommendation of the county superintendent.

11.9.y. Permanent Authorization for Computer Science Discoveries. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate and complete the minimum of 60 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

11.9.z. Permanent Authorization for Introduction to Computer Science. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate; and complete the minimum of 60 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

## **126-136-12. Early Childhood Classroom Assistant Teacher (ECCAT) Authorization and Paraprofessional Certification.**

12.1. An ECCAT I - Temporary Authorization for working in a pre-kindergarten (pre-k) or kindergarten classroom may be issued to a person who is currently employed as an ECCAT and holds a high school diploma, TASC or equivalent, or a degree, if applicable, through an accredited IHE. The temporary Authorization shall be valid for one school year and may be renewed twice.

12.1.a. Beginning July 1, 2014, any person previously employed as an aide in a pre-k or kindergarten program (refer to W. Va. Code §18-5-18,) and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-k or kindergarten program on and after that date shall hold the position of either ECCAT I, ECCAT II, or ECCAT III. Any person employed as an aide in a pre-k or kindergarten program on or before July 1, 2014, and is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and upon application, shall be granted an ECCAT II, permanent authorization by the State Superintendent pursuant to W. Va. Code §18A-2a-3.

12.1.b. General Conditions for Issuance of Initial ECCAT I – Temporary Authorization. The applicant for licensure must submit evidence of completing the following criteria: minimum of a high school diploma, TASC or equivalent, or a degree, if applicable, through an accredited IHE; and submission of commitment verifying the applicant's agreement to complete coursework, approved by the WVDE, in the areas of preschool special education, child development, and early childhood language and literacy; and

12.1.c. Academic Assessment. Applicants hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Applicants who have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.1.d. Renewal of Initial ECCAT I Temporary Authorization. The applicant for licensure must submit evidence of completing the following criteria: complete a minimum of three semester hours of unduplicated coursework, approved by the WVDE, in the areas of early childhood special education, child development, and early childhood language and literacy; or verification of completion of semester hours for the Apprenticeship for Child Development Program (ACDS) reflected through a seal-bearing certificate OR verification of semester hours for CDA Credential verified by a CDA Advisor's signature; or completion certificates of approved CTE coursework; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.2. ECCAT II - Permanent Authorization. The ECCAT II Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked. The authorization may be issued to a person who is currently employed by the county or community program and holds a high school diploma, TASC or equivalent, or a degree, if applicable, through an accredited IHE and has completed the required WVDE-approved coursework.

12.2.a. Beginning July 1, 2014, any person previously employed as an aide in a pre-k or kindergarten program (refer to W. Va. Code §18-5-18), and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-k or kindergarten program on and after that date shall hold the position of aide and either ECCAT I, Early Childhood Classroom Assistant Teacher - II or ECCAT III. Any person employed as an aide in a pre-k or kindergarten program on or before July 1, 2014, and is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and upon application shall be granted and ECCAT II, permanent authorization by the State Superintendent pursuant to W. Va. Code §18-2a-3.

12.2.b. General Conditions for Issuance. Beginning July 1, 2014, the applicant for licensure must submit evidence of completing the following criteria: met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Applicants that have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent; and complete a minimum of three semester hours of unduplicated coursework approved by the WVDE in the areas of early childhood special education, child development, and early childhood language and literacy; or verification of completion of semester hours for the ACDS and an official certificate issued by the United States Department of Labor; or verification of semester hours for CDA Credential verified by a CDA Advisor's

signature; or completion certificates of approved CTE coursework; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.3. ECCAT III - Permanent Authorization and Permanent Paraprofessional Certificate. A person who has held or holds an aide title and becomes employed as an ECCAT shall hold a multi-classification status that includes aide and/or paraprofessional titles. The authorization shall continue to be valid unless surrendered, suspended or revoked.

12.3.a. General Criteria. The ECCAT III - Permanent Authorization for working in a pre-k or kindergarten classroom may be issued to a person who is currently employed by the county or community program and holds a high school diploma, TASC or equivalent, or a degree, if applicable, through an accredited IHE, and has completed the required WVDE-approved coursework.

12.3.b. Beginning July 1, 2014, any person previously employed as an aide in a pre-k or kindergarten program (refer to W. Va. Code §18-5-18,) and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-k or kindergarten program on and after that date shall hold the position of aide and either ECCAT I, ECCAT II or ECCAT III.

12.3.c. Any person employed as an aide in a pre-k or kindergarten program on or before July 1, 2014, and is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and upon application shall be granted an ECCAT II, permanent authorization by the State Superintendent pursuant to W. Va. Code §18-2a-3.

12.3.d. General Conditions for Issuance. Beginning July 1, 2014, the applicant for licensure must submit evidence of completing the following criteria: applicant's hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness; and mathematics readiness, as appropriate. Applicants that have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent or verification of completion of the program for the ACDS reflected through a seal-bearing certificate issued by the United States Department of Labor or verification of completion of program for CDA Credential verified by seal-bearing certificate issued by CDA National Credentialing Program; and hold a valid Permanent Paraprofessional Certificate; and complete a minimum of three semester hours of unduplicated coursework approved by the WVDE in the areas of early childhood special education, child development, and early childhood language and literacy; or verification of completion of semester hours for the ACDS and an official certificate issued by the United States Department of Labor; or verification of semester hours for CDA Credential verified by a CDA Advisor's signature; or completion certificates of approved CTE coursework; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.4. Permanent Paraprofessional Certificate General Criteria. A Paraprofessional certificate may be issued to a person who has completed: the general requirements specified in §8; and the general conditions for issuance identified in §12.3. The Paraprofessional Certificate entitles the holder to serve in a support capacity including, but not limited to, facilitating the instruction and direct or indirect

supervision of pupils under the supervision of a professional educator. The Permanent Paraprofessional Certificate shall continue to be valid unless surrendered, suspended or revoked.

12.4.a. General Conditions for Issuance. The applicant for licensure must submit evidence of satisfying 36 semester hours of postsecondary education reflected on an official seal-bearing transcript or its equivalent in certificates of completion from WVDE's e-Learning courses the following: at least nine semester hours of college/university credit or its equivalent in reading, writing and mathematical computations; and three semester hours of coursework can be credited by passing the respective CASE, in reading, writing and mathematics or meeting one of the exemptions identified in §10.2.c.1. A valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002 satisfies the reading requirement; and

12.4.b. General Studies. The applicant must have completed successfully at least six semester hours of college/university credit or its equivalent from the humanities, fine arts, and/or physical, biological or social sciences. A valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002 satisfies all six semester hours of course requirements; and have completed successfully at least three semester hours of college/university credit or its equivalent in computer literacy; and at least three semester hours of college/university credit or its equivalent in special education. Documentation of a minimum of two years of successful experience which included special needs children and a minimum of 10 clock hours of in-service training directly related to special education may be substituted for the college/university credit provided that such experience is acquired in the public education classroom setting while the applicant is under direct supervision of a licensed public educator; or if ECCAT I or II authorized, successful completion of the e-Learning Early Childhood Special Needs Inclusion course offered through the WVDE; or documented or hold a valid CDA certificate issued by the Council for Professional Recognition completion of the CTE ECCAT program of study; and

12.4.c. Classroom Management. The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in classroom management acquired in the public classroom setting. Documentation of a minimum of two years of experience in the successful use of classroom management skills may be substituted for college/university credit provided that such experience is acquired in the public education classroom setting while the applicant is under direct supervision of a licensed public educator; or hold a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or hold a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.d. Human Growth and Development. The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in human growth and development or psychology, or hold a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or if ECCAT I or II authorized or successful completion of the e-Learning Early Childhood Child Development course offered through the WVDE; or documented completion of the CTE ECCAT program of study; or hold a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.e. Electives. Early Childhood Classroom Assistant Teacher Career and Technical Education Early Childhood Assistant Teacher-Child Development Associate The applicant must have completed successfully nine semester hours of electives related to public instruction or its equivalent. One elective

requirement may be met if the applicant holds a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or holds a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.f. Academic Assessment. The applicant must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Paraprofessionals must meet WVBE requirements for the Paraprofessional Certificate. Paraprofessionals who have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or

12.4.g. Valid or Expired Initial Professional or Professional Teaching Certificate. Hold a valid out of state Professional Teaching Certificate or a valid or expired West Virginia Initial Professional or Professional Teaching Certificate or its equivalent; and recommendation of the employing county superintendent.

#### 12.5. Licenses for Paraprofessional Educators. Educational Sign Language Interpreter I and II.

12.5.a. Initial Paraprofessional Certificate. Educational Sign Language Interpreter I General Criteria. Initial Paraprofessional Certificate-Educational Sign Language Interpreter I may be issued to a person meeting the requirements specified in §12.4 and §12.4.a or equivalent. A passing score on the Educational Interpreter Performance Assessment-Written Test (EIPA-WT) satisfies the general conditions for issuance for the following: one semester hour of reading; and three semester hours each of special education, human growth and development or psychology and social studies; and nine semester hours of electives related to public instruction or its equivalent. One elective requirement may be met if the applicant holds a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or holds a valid CDA certificate issued by the Council for Professional Recognition; and

12.5.b. Specific Conditions of Issuance. The applicant for the Initial Paraprofessional Certificate-Educational Sign Language Interpreter I must submit evidence of completing the following criteria: a minimum score of 3.0 on the Educational Interpreter Proficiency Assessment (EIPA); or valid National Association of the Deaf (NAD) Certification-Level III or higher; or valid Registry of Interpreters for the Deaf (RID) Certification; or valid National Interpreter Certification (NIC). The NIC test/certification will be available 2008; or valid state Quality Assurance Screening (QAS) Level II.

12.5.c. Validity Period. The Initial Paraprofessional Certificate Educational Interpreter that is effective on or after January 1 may be issued as an Initial Paraprofessional Certificate Educational Interpreter valid until June 30 of the following school year. The Initial Paraprofessional Certificate Educational Interpreter may not be renewed more than two times.

12.5.d. Renewal of the Initial Paraprofessional Certificate Educational Sign Language Interpreter I. The applicant for licensure must provide evidence of completing the following criteria: complete a minimum of 15 clock hours of WVDE-approved professional learning activities; and satisfy the requirements of the West Virginia Registry of Interpreters; and receive recommendation of the employing county superintendent.

12.5.e. Permanent Paraprofessional Certificate Educational Sign Language Interpreter II may be issued to an applicant meeting the requirements specified in §12.4 and §12.4.a. The Permanent Paraprofessional Certificate-Educational Sign Language Interpreter II shall continue to be valid unless surrendered, suspended or revoked.

12.5.f. Specific Conditions for Issuance. The applicant for the Permanent Paraprofessional Certificate-Educational Interpreter must submit evidence of completing the following criteria: minimum score of 3.5 on the EIPA; or valid NAD Certification - Level IV or higher; or valid RID Certification; or valid NIC; or valid state QAS Level III; and passing score on the EIPA-Written Test for Content Knowledge. Satisfy the requirements of the West Virginia Registry of Interpreters and receive the recommendation of the employing county superintendent.

### **126-136-13. Grade Level Expansion.**

13.1. Grade Level Modification. Grade level modifications cannot be made to any subject/grade level for which there is a state-approved EPP (e.g., Early Education, Elementary Education, and Multi-subjects).

### **126-136-14. Waivers and Extensions.**

14.1. Substitute waivers may be available for a county superintendent who is unable to staff a long-term substitute position with an individual licensed in the area of assignment through the request of a waiver from the State Superintendent. The written waiver request must indicate the efforts that were made to employ a fully qualified candidate. Along with the waiver request copies of the job postings showing two different posting periods must be included. In cases where the employee of record will or may return to the position, the postings will not be required. The State Superintendent may grant the waiver if the circumstances warrant such approval. However, the county superintendent must continue to seek the services of an educator with the appropriate endorsement(s) and place this individual in the position at a time determined to be in the best interest of the students.

14.2. Severe Substitute Shortage. Under extenuating circumstances, a county superintendent may request a waiver to §11.7.a.3.A, §11.7.d.1, or §11.7.b.1 that requires 18 clock hours of training to be completed prior to the issuance of a Substitute Permit. The waiver request must document the shortage and include verification of six clock hours of training. The initial six clock hours of training must include a classroom management component and an overview of school law to include reporting requirements for suspected child abuse and may not include classroom observation. The remaining 12 clock hours of training must be completed in accordance with §11.7.g and be completed within the first semester of employment.

14.3. Dual Credit Contracted Services Exemption. An instructional employee of a regionally accredited IHE who is not regularly employed for instructional purposes in a public school in this state as referenced in W. Va. Code §18-1-1 and is providing a dual credit course is exempt from the requirement of holding the same licensure required for an educator employed by a county board of education.

14.4. Extension of Professional Certificates for Extenuating Circumstances. A county superintendent may request, in writing to the State Superintendent, an extension of the Professional Certificate for an employee, including the county superintendent, who meets one of the three circumstances identified in §14.5.

14.5. Issuance and Extension of the Full-Time Permit/Out-of-Field Authorization of Extenuating Circumstances. A county superintendent may request, in writing to the State Superintendent, an extension of the First-Class/Full-Time Permit/Out-of-Field Authorization for an employee, including the county superintendent, who meets one of the three circumstances identified below. The State Superintendent shall render a decision; however, the permit may not be extended beyond one school year or more than once.

14.5.a. Extenuating Circumstances for which First-Class/Full-Time Permit/Out-of-Field Authorization Can Be Extended or issued.

14.5.a.1. Unavailability of Coursework. The county superintendent shall submit verification from the designated official at the IHE through which the applicant is completing the state-approved program that no required coursework was available during the school year; or

14.5.a.2. Illness/Death. The county superintendent shall submit the applicant's description of how a major illness of the applicant or illness/death of an immediate family member prevented the educator from completing the required coursework; or

14.5.a.3. Hardship. The county superintendent shall submit the applicant's description of how a major hardship other than illness prevented the applicant from completing the required coursework.

#### **126-136-15. Alternative Routes to Certification.**

15.1. General Requirements: General Education Teacher. An Alternative Teaching Certificate may be issued to an applicant who meets the following criteria: possesses the minimum of a BA, with the minimum GPA specified in §9.12, from a regionally accredited IHE; and meets the proficiency scores(s) on the state competency exam(s) in pre-professional skills or qualifies for an exemption as described in §10.2.c.1; and meets the proficiency score(s) on WVBE-required competency exam(s) in content in the area for which he/she is seeking certification; and is a citizen of the United States who is of good moral character and physically, mentally and emotionally qualified to perform the duties of a teacher, and has attained to age of 18 years on or before October 1 of the year in which the alternative teaching certification is issued; and is offered employment in a shortage area after the vacancy has been posted twice for a period of a total of at least 10 days with no certified applicants (refer to Policy 5901) by a West Virginia county board of education that is the WVBE-approved alternative education provider for the employing school system; and

15.1.a. Completes a West Virginia State Police and FBI criminal history record check and receives approval by the WVDE as required by W. Va. Code §18A-3-10 and §9.2; and have relevant academic or occupational qualifications that reasonably indicate the person will be competent to fill the teaching position in which he/she would be employed.

15.1.b. General education endorsements require official transcripts reflecting an academic major or appropriate documentation of occupational qualifications the same as or similar to the subject matter in which the alternative program candidate is being hired to teach, as qualification must be reviewed and certified by the county board of education; and enrolls in a WVBE-approved alternative route to certification program in accordance with W. Va. Code §18A-3-1a and Policy 5901.



15.2. **Special Education Teacher.** An Alternative Teaching Certificate may be issued to an applicant who meets the following criteria: possess the minimum of a BA, with the minimum GPA specified in §9.8.a, from a regionally accredited IHE; and meet the proficiency scores(s) on the state competency exam(s) in pre-professional skills or qualify for an exemption as described in §10.2.c.1; and be a citizen of the United States; be of good moral character and physically, mentally and emotionally qualified to perform the duties of a teacher, and have attained the age of 18 years on or before October 1 of the year in which the alternative teaching certification is issued; and complete a West Virginia State Police and FBI background check pursuant to W. Va. Code §18A-3-10 and §9.2; and enroll in a WVBE-approved alternative route to certification program in accordance with W. Va. Code §18A-3-1a and Policy 5901; and is offered employment in a shortage area after the vacancy has been posted twice for a period of a total of at least 10 days with no certified applicants (refer to Policy 5901) by a county board of education in West Virginia that is the WVBE-approved alternative education provider for the employing school system.

15.3. **American Sign Language (ASL) Teacher.** In accordance with W. Va. Code §18A-3-1a, an individual wishing to enroll in an alternative preparation program for ASL must meet the following criteria: possess the minimum of a BA from a regionally accredited IHE or based upon verification by a WVDE-approved foreign credential evaluation agency; and meet the proficiency scores(s) on the state competency exams in content in the area for which he/she is seeking certification (refer to the West Virginia Licensure Testing Directory located on the WVDE website for a list of the required exams); and is a citizen of the United States who is of good moral character and physically, mentally and emotionally qualified to perform the duties of a teacher, and has attained to age of 18 years on or before October 1 of the year in which the alternative teaching certification is issued; and is offered employment in a shortage area after the vacancy has been posted twice for a total of at least 10 days with no certified applicant (refer to Policy 5901) by a county board of education in West Virginia that is the WVBE-approved alternative education provider for the employing school system. A person may not begin an alternative program without first receiving an alternative teaching certificate as described in Policy 5901; and completes a West Virginia State Police and FBI criminal history record check and receives approval by the WVDE as required by W. Va. Code §18A-3-10 and §9.1.b; and enrolls in a WVBE-approved alternative certification program in accordance with W. Va. Code §18A-3-1a and Policy 5901.

15.4. An Alternative Teaching Certificate shall be issued in areas of shortage which are listed within their WVBE-approved alternative certification program only, as identified by the county superintendent, and according to the specialization and appropriate grade levels as listed in Appendix A. Posting submissions must align to WVBE-approved endorsements. The Alternative Teaching Certificate shall be issued initially for one year and may be renewed twice for a total of three years. Applications received after January 1 will have a valid effective date through the following school year with in expiration date of June 30.

15.5. **First Renewal of Alternative Teaching Certificate** requires the following: make satisfactory progress in the WVBE-approved alternative certification program identified on his/her initial application for an alternative teaching certificate; and receive satisfactory evaluations pursuant to W. Va. Code §18A-2-12 and receive the recommendation of the county superintendent.

15.6. **Second Renewal of Alternative Teaching Certificate** requires the following: make satisfactory progress in the WVBE-approved alternative certification program identified on his/her initial application for an alternative teaching certificate; and receive satisfactory evaluations pursuant to W. Va. Code §18A-2-12 and receive the recommendation of the county superintendent.

15.7. Conversion of the Alternative Teaching Certificate to an Initial Provisional Professional Teaching Certificate. Applicants must: successfully complete a WVBE-approved program for alternative certification that includes the components identified in W. Va. Code §§18A-3-1a through 18A-3-1a 1i as applicable and have the recommendation of the designated county superintendent responsible for the program; and meet the proficiency scores on the WVBE-required competency exam(s) in professional education as listed in the West Virginia Licensure Testing Directory located on the WVDE website. If requesting an endorsement for special education, the applicant must additionally meet proficiency scores on WVBE-required competency exam(s) in special education content; and receive satisfactory evaluations pursuant to W. Va. Code §18A-2-12 and receive the recommendation of the county superintendent of the county in which the applicant is employed; and have a minimum overall 2.5 GPA; and received a recommendation of “approved” on the required comprehensive evaluation report and meet all requirements as described in §10.1.

15.8. Renewal of Provisional Teaching Certificate requires the applicant meet all requirements as described in §10.1.d and may renew yearly with the expiration date ending on June 30 for a total of two times, and holding the Provisional Teaching Certificate for a total of three years.

15.9. A Provisional Teaching Certificate may be converted to an Initial Professional Teaching if it meets the requirements of §10.1.e.

#### **126-136-16. Out-of-State Applicants.**

16.1. Interstate Agreement For Qualifications of Educational Personnel. West Virginia is a member of the NASDTEC, that promotes the mobility of educators across state and national lines utilizing consistent standards for certification and education personnel. Although West Virginia participates in this interstate agreement, specific requirements for granting certification to out-of-state applicants are outlined in §16.2 and §16.3 in accordance with W. Va. Code §18A-3-1(b). W. Va. Code §18A-3-2a(1) provides for certification of an applicant who: meets equivalent standards at IHEs in other states; and who has passed appropriate WVBE-approved basic skills and subject-matter tests; or has completed three years of successful experience in a public school within the last seven years in the area for which licensure is being sought; or has completed the WVBE-approved alternative route to certification described in §15.

16.2. Recognition of Out-of-State Licenses. West Virginia will issue a Professional Teaching, Administrative or Student Support Certificate to an eligible applicant who holds: a valid out-of-state license equivalent to the Professional Teaching, Administrative or Professional Certificate of eligibility issued by another state and meets all of the requirements of that state for full certification except employment; and who has graduated from an approved teacher education program at a regionally accredited IHE; and verification of a successful student teaching experience or equivalent in the state in which the approved program was completed; and for whom the WVDE has received approval based on a criminal history record check conducted by the West Virginia State Police and the FBI as required by W. Va. Code §18A-3-10 and §9.2 (for individuals who hold a valid Out-of-State license in the area of CTE, refer to the requirements for the CTE Certificate in §10.8).

16.3. Application for West Virginia Certification with a Valid Out-of-State Certificate. A copy of both front and back of the valid Out-of-State Certificate must be submitted with the appropriate application to ensure accurate interpretation of the Out-of-State Certificate. West Virginia will grant applicants any endorsement listed on the valid Out-of-State Certificate that is currently offered by the State of West Virginia. If the valid Out-of-State Certificate lists any endorsement(s) not currently offered by the State

of West Virginia, the applicant may secure official documentation from the state in which his/her valid certification was issued that identifies those endorsement areas, if any, in which the applicant would be certified to teach in the issuing state. This documentation may be used to grant certification to teach in endorsement areas for which West Virginia currently grants certification.

16.3.a. Exception. Speech Language Pathologists who are licensed in a state where the agency or licensing board responsible for issuing licenses to work in the public schools of that state no longer issue Speech Language Pathologists licensure may apply for a West Virginia Student Support Certificate provided the individual meets the following: holds a license recognized by the issuing state's licensing board or agency allowing the individual to work in a public school of that state; and meets the requirements as outlined in §10.4.

#### 16.4. Expiration Dates of Certification Granted to Applicants Based on Valid, Out-of-State Certification.

16.4.a. Initial Professional Teaching Certificate. Applicants with a valid Out-of-State Teacher Certificate will be granted an Initial Professional Teaching Certificate valid for a period of three years. The Initial Professional Teaching Certificate is renewable subject to the requirements listed in §10.1.

16.4.b. Permanent Professional Teaching Certificate. If the valid, Out-of-State Certificate is listed as permanent by the issuing state and the applicant verifies a minimum of five years of experience in the endorsements area(s) listed on the valid license, West Virginia will grant the applicant a Permanent Professional Teaching Certificate upon satisfactory completion of the licensure application process.

16.4.c. Provisional Administrative Certificate. Persons applying for the Administrative Certificate endorsed for school principal supervisor of instruction, and/or superintendent based on an accredited educational leadership program, or a valid Out-of-State Administrative Certificate will be granted a renewable Provisional Administrative Certificate valid for five-year. Upon employment as an administrator in a West Virginia School System and completion of the ELI as required by W. Va. Code §18A-3A-3, the applicant will be issued a Professional Administrative Certificate valid for five years upon application. An individual holding a Provisional Administrative Certificate may be employed as an administrator in a West Virginia school system, but is unable to perform evaluation until they hold an Initial Administrative Certification with the completion of the ELI.

16.4.d. Permanent Administrative Certificate. Persons who hold permanent administrative certification on a valid out-of-state certification will be granted a West Virginia Provisional Administrative Certificate upon employment and completion of the ELI and verification of five years of experience covered by a valid license.

16.5. Issuance of a West Virginia Professional Certificate based on a Valid, Out-of-State Certificate. Persons holding a valid, Out-of-State Certificate may only use the Out-of-State Certificate once for the issuance of a West Virginia License.

#### **126-136-17. Non-United States Citizen.**

17.1. Permit for Non-United States Citizen. In accordance with W. Va. Code §18A-3-2a, the non-United States citizen will be granted a Permit for Non-United States Citizen based upon verification by a WVDE-approved foreign credential evaluation agency that the applicant has completed the equivalent of an approved educational personnel preparation program in the United States and in a specialization

offered in West Virginia (see Appendix A), with or without the required tests in pre-professional skills, Content and/or Professional Education, and that the applicant has completed a degree equivalent to the required degree level in the United States and has earned an overall GPA equivalent to a 2.5 in the United States.

17.2. Renewal of the Permit for Non-United States Citizen. An applicant who is lacking only United States citizenship will be issued the Permit for Non-United States Citizen, valid for three years. To renew the Permit for Non-United States Citizen, six semester hours of appropriate college/university coursework related to the public school program shall be completed subsequent to the renewal of the Permit for Non-United States Citizen and within the five year period immediately preceding the date of application, unless the applicant holds MA+30 or higher, or has reached 60 years of age. Upon acquisition of United States citizenship, the applicant may apply for the Initial Professional Teaching Certificate.

17.3. Permit for Non-United States Citizens Lacking Licensure Exams. An applicant lacking United States citizenship and the required licensure exams in pre-professional skills, content and/or professional education, shall be issued a one year Permit for Non-United States Citizen. The first renewal of the Permit for Non-United States Citizen shall require passage of all required exams. The required exams and scores are identified in the West Virginia Licensure Testing Directory located on the WVDE website. Upon passage of the required exams, the applicant shall follow the renewal provisions stipulated in §17.2.

17.4. Permit for Exchange/Visiting Teachers. Non-United States Citizen - Exchange/Visiting teachers who are non-United States citizen who participate in a program or exchange recognized and/or approved by the WVDE will be granted a non-renewable Permit for Exchange/Visiting Teachers based upon verification from the partnering organization that the applicant has completed the equivalent of an approved educational personnel preparation program in the United States and in a specialization offered in West Virginia (see Appendix A), with or without the required tests in pre-professional skills, content and/or professional education, and that the applicant has completed a degree equivalent to the required degree level in the United States. Acceptable verification may include a letter of eligibility from the partnering organization or agency and/or a report from an official foreign credential evaluation agency.

17.5. Validity Period. The Permit for Exchange/Visiting Teachers – Non-United States Citizen shall be valid for three years and may be renewed one time.

17.6. Renewal of Permit for Exchange/Visiting Teachers. To renew the Permit for Exchange/Visiting Teachers, six semester hours of appropriate college/university coursework related to the public school program shall be completed subsequent to the issuance of the Permit for Exchange/Visiting Teachers and within the five year period immediately preceding the date of application, unless the applicant holds MA+30 or higher, or has reached 60 years of age.

#### **126-136-18. Appropriate Assignments According to License.**

18.1. Assignment of an Educator. An educator who is employed within the public school system of the state shall hold a valid license for the specializations and grade levels to which he/she is assigned (W. Va. Code §18A-3-2).

18.2. Assignment One Grade Above or Below. Effective July 1, 1998, professional personnel newly assigned to a position will not be allowed to teach one grade level above or below the grade levels reflected on their license unless he/she was granted an Authorization under previous policy. The

Authorization shall be valid in any county in West Virginia.

18.3. Adult Programs. An educator working in a program for adults must hold a valid certification for the area/s of specialization.

18.4. Home/Hospital Instruction. An educator providing temporary home teaching or visiting teacher services, whether regular and/or special education, must hold a teaching license with an endorsement appropriate to the grade level of instruction. Home/hospital instruction for an eligible student with exceptionality requires that the special education teacher who is implementing the student's special education services in the student's Out-of-School Environment placement must hold a teaching license with an endorsement in the area of the student's primary exceptionality.

18.5. Curriculum Enrichment. An individual may provide, by reason of educational or practical background and employment records, curriculum enrichment on a part-time or temporary basis in highly specialized areas. These program areas include the performing arts, professions, and CTE specializations. The West Virginia county board of education may utilize such personnel in accordance with a locally adopted policy provided such personnel do not replace a licensed educator.

18.6. Assignment of Elementary or Multi-subjects Teachers. An educator newly assigned to teach in a departmentalized seventh and/or eighth grade setting beginning with the 2000-01 school year must be certified in the content specialization for his/her assignment. An educator assigned to teach in a departmentalized seventh and/or eighth grade setting prior to the 2000-2001 school year must hold the content specialization for his/her assignment or hold the appropriate permanent authorization granted under previous policy provisions. An elementary education or multi-subjects teacher may be assigned to departmentalized setting below seventh grade without a content area specialization.

18.7. Assignment of Long-Term Substitutes. A person who holds a Long-Term Substitute Permit may serve as a short-term substitute in any teaching area or may serve in a position for more than 30 consecutive instructional days in the endorsement area reflected on the Long-Term Substitute Permit.

18.8. Assignment of Short-Term Substitutes. A substitute who fills a position for 30 consecutive instructional days or fewer (short-term) may substitute in a specialization not reflected on the license.

18.9. Assignment of SLP, Speech and Hearing Therapists, and Educational Audiologists. An educator who holds licensure as a speech/language pathologist, grade K-12, speech and hearing therapy, grades 1-2, or educational audiologist, grades K-12, may be assigned to provide services to students, pre-k-Adult, provided he/she secures an Authorization for grades pre-k-Adult.

18.10. Assignment of English as a Second Language Teacher. An English as a Second Language (ESL), teacher may: deliver the instructional support to the student with English Learners (EL), whose assessment indicates the instructional goals and objectives can be delivered in the regular education program with support for the ESL teacher; and/or provide support to the regular classroom teacher by assisting in the modification of the curriculum, methods, and material to accommodate the EL student who is included in the regular education program; or deliver the state-approved content standards in the general education program or alternative language program to students with severely limited English proficiency when the student's assessment indicates he/she will benefit by a placement that provides one-on-one and/or small group instruction, and modification of the curriculum, methods, materials and techniques or concentrate on the development of the EL student's reading, writing, listening, and

speaking skills. When the ESL teacher delivers the state-approved content standards in the general education program, he/she must collaborate with the appropriate teachers to ensure that the EL student receives the state-approved content standards in the general education program.

18.11. Assignment of School Nutrition Director. Beginning with assignments made for the 2002-2003 school year, an individual assigned as a School Nutrition Director must hold a temporary authorization endorsed for School Nutrition Director.

18.12. Assignment of Adult Basic Education Teachers. Persons assigned as an Adult (Basic) Education Teacher must hold a valid Adult License endorsed for Adult Basic Education; or a Professional Teaching Certificate, or its equivalent.

18.13. Assignment of Speech Assistant. The Speech Assistant shall conduct only specific components of a speech and language delivery program under the direction and guidance of a certified SLP. Speech Assistants may execute only those tasks that are within their scope of responsibilities and that they have training and expertise to perform as determined by the WVDE, Office of Special Education provide they secure the appropriate authorization. A Speech Assistant may be employed only in the event that on fully West Virginia-certified SLP applied for the vacant position. (Refer to §11.1 for the requirements for a First-Class/Full-Time Permit for individuals who have enrolled in a state-approved Speech Language Pathology program and who have completed 25 percent or six semester hours of the program. Refer to §11.2 for requirements for the renewal of the First-Class/Full-Time Permit for Speech Language Pathology.)

18.14. Assignment of Preschool Special Needs Teachers. An educator who holds a certificate endorsed for preschool special needs, preschool handicapped or developmentally delayed may be assigned to a regular pre-k classroom.

18.15. Assignment of Special Education Teachers. Teachers assigned to serve students with exceptionalities in mentally impaired, emotional/behavior disorders, specific learning disabilities, vision impaired or deaf and hard of hearing in grades 7-12 or 5-12 may be assigned to serve students in grades 7-Adult or 5-Adult. Those teachers assigned to serve students with exceptionalities in mentally impaired, emotional/behavior disorders and/or specific learning disabilities in grades 1-12 or K-12 may be assigned to service students in grades K-Adult. Those teachers assigned to serve students with exceptionalities in vision impaired or deaf and hard of heard in grades 1-12 or K-12 may be assigned to service students in grades pre-k-Adult. All programmatic level changes listed in this section require the teacher to apply for and to be granted the appropriate licensure from the WVDE.

18.16. Assignment of School Nurse School Nurses assigned to serve students in grades 1-12 may be assigned to serve students in grades pre-k-Adult provided he/she applies for, and is granted the appropriate licensure from the WVDE. The school health service assignments/duties for the Full-Time/First-Class Permit, Professional Student Support Certificate and Authorization for School Nurse may comprise the full scope of responsibilities as outlined in W. Va. Code §18-5-22 and 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures (Policy 2422.7).

18.16.a. The School Nurse assignment on a Long-Term Substitute Permit does not permit the individual to substitute teach in any other area other than School Nurse unless the requirements in §11.7.c.1. have been satisfied.

18.17. Assignment to Positions for Which No Specific Endorsement is Required. Positions in instructional areas including, but not limited to theatre, dance, and computer science require no specific endorsement as referenced in the West Virginia Education Information System (WVEIS) course code manual, but do however, require the position to be filled by a person who holds a Professional Teaching Certificate.

18.18. Assignment of Technology Integration Specialist. An individual assigned as a Technology Integration Specialist must hold a Technology Integration Specialist Advanced Credential or a Temporary Authorization endorsed for Technology Integration Specialist.

18.19. Assignment of an Athletic Coach. An individual assigned as an Athletic Coach (paid or volunteer) must hold a valid Coaching Authorization; or a Professional Certificate (Teaching, Student Support, Administrative); or Long-term or Short-Term Substitute Permit (for a teaching area). A county board of education may not employ an applicant in good faith on the anticipation that he/she is eligible for a certificate.

18.20. Assignment of a Temporary Coach or a Temporary Athletic Trainer. In the event the assigned Athletic Coach or Athletic Trainer is not available to be present, the county may assign one time only during the coaching/Athletic Trainer assignment season for that sport/activity, an individual with a medical background that may include, but is not limited to: chiropractor, physical therapist, RN, licensed practical nurse, physician's assistant, paramedic, occupational therapist, or emergency medical technician to fulfil the duties of the Coach or Athletic Trainer for no more than three consecutive days.

#### **126-136-19. Special Education.**

19.1. The Gifted Education specialization shall be granted only to individuals who hold a Professional Teaching Certificate. The endorsement shall be issued for the 1-12 grade levels. Individuals who previously were issued a Gifted Education endorsement for only those grade levels that appeared on their General Education or CTE Certificates may request the 1-12 grade level endorsement by submitting the appropriate application to the WVDE.

19.2. Consultative Special Education Teacher. A Special Education Teacher may serve in a consultative role to content certified and general education teachers who are providing direct initial instruction to special education students. The consultative special education teacher must meet state certification requirements with the appropriate endorsement in special education in the area of the served student's primary exceptionality.

19.2.a. Duties of Consultative Special Education Teacher. The duties of a consultative special education teacher may include: reviewing and re-teaching prerequisite skills; organizing previously introduced material; reinforcing previously introduced material; adapting curricula for easier access; assisting with long-term assignments; targeting learning strategies to ensure content knowledge acquisition, and modifying assessment(s) in accordance with the individualized education plan. The consultative special education teacher is not the teacher of record for students to whom he/she is providing services.

19.3. Alternative Option for Additional Endorsement in Special Education.

19.3.a. Additional Endorsement in Autism. An individual who holds a Professional Teaching

Certificate endorsed in Emotional/Behavior Disorders, Multi-Categorical Special Education, Mental Impairment (Mild/Moderate), Severe Disabilities or Pre-School Special Needs or the equivalent to these endorsements as previously defined in this policy may receive an additional endorsement in Autism provided they make application and successfully complete six semester hours of coursework in Autism from a regionally accredited IHE.

19.3.a.1. Field Experience. Effective July 1, 2012, a minimum of 50 percent of three of the six semester hours of coursework must be comprised of field-based experiences or applicant must provide written verification of a minimum of 30 hours of field-based experiences serving students with Autism.

**126-136-20. Athletic and Limited Football Trainer.**

20.1. General Requirements. Applicants must meet the applicable general requirements for licensure in 9. A county may not employ an applicant in good faith on the anticipation that he/she is eligible for a certificate.

20.2. Athletic Trainer Authorization. The authorization endorsed for Athletic Trainer may be issued to an individual who is certified as an Athletic Trainer through the National Athletic Trainers Association Board of Certification (NATABOC), and who has registered with the West Virginia Board of Physical Therapy, as provided in W. Va. Code §30-20A-2. The Authorization may be reissued annually upon application to the WVDE with documentation of valid West Virginia Board of Physical Therapy registration and the recommendation of the employing county superintendent. Additionally, these individuals must attend the Athletic Trainer workshop, as provided in W. Va. 126CSR118, Policy 5112, Athletic Trainers in the Public Schools of West Virginia (Policy 5112).

20.3. Limited Football Trainer Authorization. In the event, that a county board of education cannot obtain an Athletic Trainer as outlined in §20, the affected county board of education may employ an individual with a medical background that may include, but is not limited to: chiropractor, physical therapist, RN, licensed practical nurse, physician, physician assistant, paramedic, occupational therapist, or emergency medical technician. The individual employed must complete the requirements to receive a Limited Football Trainer Authorization and must present a copy of a high school diploma or state-approved high school equivalency. This credential may be renewed annually following the process outlined in Policy 5112 and §20.

20.3.a. County boards of education must: post a position for an Athletic Trainer with a closing date of May 1 or earlier; and if no authorized or authorization-eligible Athletic Trainer can be employed, the county may employ an individual from the list of health care professionals listed in §20 by June 1; and along with the candidate, complete the appropriate WVDE application for licensure; and provide assurance that the individual being hired will attend the Athletic Trainer workshop as provided in Policy 5112.

**126-136-21. Additional Endorsement(s) for Existing License.**

21.1. Criteria for Adding an Endorsement(s) to an Existing License. For an individual who already holds a West Virginia Professional Certificate, the applicant must: obtain a 2.5 GPA in the area(s) for which additional licensure is being requested. All required and elective courses completed for the endorsement shall be used in computing the GPA regardless of the date of completion, complete the approved program content requirements and the testing requirements for the new content specialization if a test is available,



complete a supervised practicum which includes a performance assessment. IHEs will determine the method for and the amount of clinical and/or field-based experiences; or meets the requirements for recognition of out-of-state licenses, as stated in §16.2.

21.2. For issuance of an Additional Endorsement Based on Content Proficiency. An individual who already holds a valid West Virginia Professional Teaching Certificate excluding the Provisional Teaching Certificate may add an additional area of certification upon submission of a passing score on the appropriate content area test required of other teachers for certification in that area, and successfully completing the WVDE-approved methodology coursework. If no test is required, the professional educator must complete an approved program to add an endorsement. Exemptions identified in §10.2.c.1 do not apply to the additional endorsement based on content proficiency.

21.3. Exceptions. An additional endorsement based on content proficiency as stated in §21.1 may not be added to a Professional Student Support Certificate or Professional Administrative Certificate or any Provisional Certificate.

21.4. For issuance of an Additional Endorsement for Driver Education. The applicant must comply with the requirements of §21.1 and have a valid West Virginia Professional Certificate grade 9 -12 or 9-Adult; have held a valid motor vehicle operator's license for the past three years without interruption; provide evidence of a satisfactory driving record by submitting a certified copy of the applicant's driving record from the DMV in each state where he/she has been licensed during the past three years; has not accumulated nine or more points on the applicant's driving record from a DMV at any time during the past three years; has not been convicted of and/or had a DMV suspension or revocation of license, on a charge of operating a motor vehicle while under the influence of alcohol, controlled substances, any other drugs or the combination thereof, or by clear and convincing evidence, including but not limited to, positive breath or blood test or field sobriety results, has not operated a motor vehicle under the influence of same; and has completed training in defensive driving. Waivers are not applicable to this section of policy.

21.5. For issuance of additional CTE endorsements refer to the West Virginia CTE Endorsement and Testing Manual and §10.8.e.

21.6. For issuance of an Additional Endorsement in ASL. An individual who holds a Professional Teaching Certificate may add an additional endorsement in ASL provided they make application and provide evidence of a qualifying score on the PRAXIS II exam, "Assessment of Signed Communication – American Sign Language" (ASC-ASL); or hold a Sign Language Proficiency Interview rating of Superior to Superior+; or hold ASL Proficiency Interview (Gallaudet University) rating of Level 4 or Higher; or hold a valid American Sign Language Teachers Association certification (Provisional or Permanent); or hold a valid National Interpreter Certification through the Registry of Interpreters for the Deaf.

21.7. For issuance of an Additional Endorsement in Chinese. An individual who already holds a West Virginia Professional Certificate endorsed in a programmatic level and area listed in Appendix A, may add an endorsement in Chinese provided that they make application and provide evidence of completion of an approved program as stated in §21.1 or provide evidence of successful completion of a proficiency-based Chinese language learning and certificate program for teachers and who score at minimum at Level V on the Hanyu Shuiping Kaoshi proficiency test.

## **126-136-22. Salary Classifications for Educators.**

22.1. State Minimum Salary (Refer to W. Va. Code §18A-4-2). The intent of advanced salary classifications is to recognize educators for completing college/university coursework which will contribute to the improvement of instruction or other services in the public schools. The legal basis for these regulations are W. Va. Code §18A-4-1 and §18A-4-4.

22.2. Advanced Salary Classification for Teaching, Student Support, or Administrative Certificate or equivalent. The following governing principles shall apply: the advanced salary classifications recognized by the licensing agency are BA+15, MA, MA+15, MA+30, MA+45 and doctorate. These classifications are defined in §4.

22.2.a. All college/university coursework used for advanced salary purposes must be completed at an accredited IHE except that coursework completed for a CTE advanced salary classification recognized on the CTE Certificate must have been completed at a regionally accredited IHE. Equivalent certificates are defined in §4.

22.2.b. Graduate coursework completed after July 1, 1994, shall be related to the public school program, as defined in §9.10.g, and as follows: any course offering included in a degree program in the field of education; content and/or professional education coursework related to the current licensure; content and/or professional education coursework required for an additional endorsement held; professional learning/special topics coursework approved by the licensing agency; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE. Undergraduate level coursework for advanced salary purposes shall be related to the public school program, as defined in §9.10.g.

22.2.c. Duplicate credit shall not be accepted for advanced salary purposes.

22.2.d. An individual who holds a professional certificate or equivalent and also holds an MA based on fewer than 30 semester hours of credit may qualify for the MA+15, MA+30, MA+45 advanced salary classification by completing 15, 30, or 45 semester hours of college/university credit respectively, beyond the degree requirements. All college/university coursework hours verified as completed toward the MA must appear on the official college/university transcript, or the foreign credential evaluation.

22.2.e. An individual employed on a permit in a specialization which requires completion of an MA program for the Initial Professional Student Support or Administrative Certificate or equivalent may be granted a BA+15 salary classification upon completion of 15 semester hours of coursework leading to the MA in the specialization for which the permit is issued. Other permits and authorizations are granted the required degree recognition only. Advanced degree level recognition is not allowable on permits or authorizations under W.Va. Code §18A-4-1. Equivalent certificates are treated as professional equivalents and therefore are allowable for advanced salary.

22.2.f. Fifteen semester hours of undergraduate level credit from a regionally accredited IHE may be utilized for an advanced salary classification if such hours are in accordance with the teacher's current classification of certification and training; a designated instructional shortage area documented by the employing superintendent; or an identified teaching deficiency documented through the state-approved county personnel evaluation system. Undergraduate level coursework must be completed after the issuance of the specialization on the Professional Teaching, Student Support, or Administrative Certificate. Undergraduate level coursework must be earned on or after July 1, 1984, and after the

issuance of the Initial Professional Teaching, Student Support, or Administrative Certificate, to be eligible for advanced salary classification.

22.2.g. Upon appropriate application to the WVDE, the effective date of any advanced salary is limited to the date that all requirements were completed as verified on an official college/university transcript, but not exceeding three months prior to the date the application is received by the WVDE, as defined in §9.7.

22.2.h. Expired certification is ineligible for issuance of an advanced salary or advanced degree level. The certification must be valid for issuance of any advanced salary or advanced degree level.

22.3. Salary Classification for the CTE Permit or Certificate. The basic salary for the holder of a CTE Permit or CTE Certificate shall be based on a BA unless the permit or certificate is issued on the basis of an MA or doctoral degree in which case the salary will be at the appropriate degree level. The CTE advanced salary classifications are recognized only on the CTE Certificate. Advanced salary classifications for the CTE Certificate may not exceed a classification of MA+45. The CTE advanced salary classifications for an educator whose CTE Certificate is not based on a degree include CTE BA+15, CTE MA, CTE MA+15, CTE MA+30, and CTE MA+45. These salary classifications are defined in §4.

22.3.a. A CTE educator who received an advanced salary classification under previous provisions shall qualify for additional salary classifications by completing 15 semester hours of additional college coursework through a regionally accredited IHE for each new salary classification.

22.3.b. Six semester hours of college/university coursework in the teaching specialization update are required for each advanced salary classification for a CTE educator. A maximum of six semester hours of teaching specialization update coursework is acceptable for each advanced salary classification.

22.3.c. An educator who holds a permanent CTE Certificate may qualify for the MA+30 salary classification based on the awarding of a BA from a regionally accredited IHE. An educator who holds a permanent CTE Certificate may qualify for the MA+45 salary classification based on the awarding of a BA and 15 semester hours of graduate credit from a regionally accredited IHE.

22.3.d. An educator who is not pursuing a degree and who is requesting a CTE advanced salary classification must select semester hour coursework from a regionally accredited IHE as approved by the designated official at the WVDE Office of CTE. Approved semester hour coursework must be related to the public school program and may include occupational update credits approved by the WVDE.

22.3.e. Recommendation. Receive the recommendation from the designated official at WVDE.

### **126-136-23. Fee Reimbursements and Salary Supplements.**

23.1. Tuition Reimbursement for License Renewal or Shortage Areas. As stated in W. Va. Code §18A-3-3a, an educator applying for tuition reimbursement must meet the following criteria: holds either a valid West Virginia Teaching, Student Support, or Administrative Certificate or First Class Permit for full-time employment and is seeking an additional endorsement in a shortage area, and either resides in the state or is employed regularly for instructional purposes in a public school in the state; or is seeking certification renewal, and has a continuing contract with a county board of education. Reimbursement is dependent upon the amount of legislative funding granted.

23.2. Limitations. Reimbursement is limited to the cost of tuition, registration and other required fees only for appropriate college/university coursework used for license renewal or for an additional endorsement in a verified shortage area. Reimbursement for an educator who attends an out-of-state IHE as described in W. Va. Code §18A-3-3a(d)(2), or a private IHE may not exceed the amount of the highest corresponding tuition charged at a West Virginia state-supported IHE. Reimbursement for coursework completed towards certification renewal is limited to 15 semester hours of courses for any educator. Reimbursement for coursework completed towards an additional endorsement in a shortage area is limited to 15 semester hours of courses for any educator. The reimbursement for coursework completed in an area of critical shortage has been legislatively prioritized, as described in W. Va. Code §18A-3-3a(f). For reimbursement of shortage area coursework, the shortage area must be verified by the county of employment. The educator must have completed the appropriate IHE coursework with a minimum 3.0 GPA.

23.3. Reimbursement Schedule. A request for tuition reimbursement must be received by the WVDE between July 1 and June 15 of each fiscal year for coursework completed during that fiscal year. Tuition reimbursement is provided first-come, first-served, for limited funds. Coursework completed prior to the July 1 start of a fiscal year will not be considered for state tuition reimbursement.

23.4. Third-Party Reimbursement. An educator who receives a tuition and/or fee waiver shall not be entitled to reimbursement by the WVDE for the tuition/fees covered by the subsidy. Only expenses incurred personally by the educator shall be reimbursable.

23.5. Reimbursement for NBPTS Certification. The purpose of this reimbursement is to recognize and reward public school classroom teachers, as defined in W. Va. Code §18A-1-1, who achieve certification through the NBPTS, and to provide financial assistance to those classroom teachers who participate in this rigorous program.

23.5.a. Limitations. The number of teachers reimbursed in any fiscal year is dependent upon the legislative funding amount granted for that fiscal year.

23.5.b. Third-Party Reimbursement. A classroom teacher who receives a subsidy from the NBPTS or any other third part payer shall not be entitled to reimbursement by the WVDE for those fees covered by the subsidy. Only expenses incurred personally by the candidate shall be reimbursable.

23.5.c. Reimbursement Schedule. For initial NBPTS board certification, a classroom teacher may be reimbursed only once for enrollment in and once for completion of the NBPTS Certification Program. Program completion shall be defined as the completion of four components as verified by the NBPTS. Program completion must occur within the general timeframe allowable by the NBPTS unless an extension for program completion is granted by the NBPTS. For NBPTS board certification renewal, each teacher who renews the NBPTS certification shall be reimbursed for the NBPTS renewal, upon application to the WVDE.

23.5.d. Procedures for Obtaining NBPTS Fee Reimbursement and Salary Supplement. A classroom teacher who enrolls in the NBPTS Certification Program may submit a request for reimbursement of one-half of the total program fee by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: verification of payment of the first two components and registration fee for which reimbursement is requested; and documentation that the candidate is enrolled

in the NBPTS Certification Program; and other documentation as required. A classroom teacher who completes and submits all four components and other program requirements to the NBPTS for final scoring may submit a request for reimbursement of the remaining one-half of the fee for completion by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: verification of payment of the remaining two components and registration fee for which reimbursement is requested; and documentation that the teacher has completed and submitted all four components and other program requirements to the NBPTS for final scoring as verified by the NBPTS; and other documentation as required.

23.5.e. A classroom teacher who achieves NBPTS Certification may request reimbursement of actual expenses incurred for non-durable goods as listed under federal Internal Revenue Service (IRS) guidelines, up to a maximum of \$600.00, by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: documentation that the teacher has achieved NBPTS board certification, as verified by the NBPTS; and original receipts for the expenses incurred; and other documentation as required. Any subsidy funding received by the teacher for retake fees is considered as partial or complete payment of the \$600.00 amount allowable for actual expenses incurred.

23.5.f. Reimbursement for NBPTS program fees shall be processed in the following stages in accordance with the provisions of W. Va. Code §18A-4-2a(d): one-half the certification fee shall be paid for reimbursement once to each teacher who enrolls in the program for NBPTS certification; and one-half the certification fee shall be paid for reimbursement once to each teacher who completes and submits all four components and other program requirements to the NBPTS for final scoring; and teachers who achieve NBPTS board certification may be reimbursed a maximum of \$600.00 for expenses actually incurred while completing the certification process, with any subsidy funding received to be considered as partial or complete payment of this amount. Additionally, renewal fee reimbursement is available for each successful renewal of the certification as verified by the NBPTS. A request for fee reimbursement must be received by the WVDE no later than June 15 of any fiscal year.

23.5.g. A classroom teacher who achieves NBPTS Certification shall be granted an annual salary supplement of \$3,500.00 for the life of the certificate, up to 10 years for any one certificate, providing that the appropriate application is submitted to the WVDE along with the documentation that the teacher has achieved NBPTS Certification and is appropriately employed as a classroom teacher. The payment shall be in addition to any amounts prescribed in the applicable state minimum salary schedule, shall be paid in equal monthly installments, and shall be considered a part of the state minimum salaries for teachers. A classroom teacher who renews the NBPTS Certification must re-apply to the state for a salary supplement renewal. The state salary supplement expires at the same time the NBPTS board certification expires.

23.6. Reimbursement for Professional Personnel with Recognized National Certification in Speech Language Pathology, Audiology, Counseling, School Psychology, and School Nursing General Criteria. The purpose of this reimbursement is to recognize and reward certain professional personnel, as defined in W. Va. Code §18A-1-1, who hold advanced certification by the ASHA, the National Board of Certified Counselors (NBCC) the West Virginia Board of Examiners in Counseling (WVBEC), the National Association of School Psychologists (NASP), or the National Board for Certification of School Nurses (NBCSN), and who meet other eligibility criteria as defined in W. Va. Code §18A-4-2b by providing a statewide salary supplement for these professional personnel employed in the public schools as SLPs, audiologists, counselors, school psychologists or school nurses. Additionally, this reimbursement is to recognize and reward eligible SLPs, audiologists, counselors, school psychologists or school nurses obtaining advanced

certification by providing reimbursement of the remainder of the application fee plus other expenses actually incurred toward attainment of the advanced certification.

23.6.a. Limitations. The number of SLPs, audiologists, counselors, school psychologists or school nurses eligible for an annual salary supplement shall be limited to no more than one 115 combined total for the fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel shall be determined each fiscal year by verification of the length of time that advanced certification has been held, the length of time that West Virginia certification in the endorsement area has been held, and the total months of work experience completed in the endorsement area. In addition, the number of SLPs, audiologists, counselors, school psychologists or school nurses eligible, upon attainment of the advanced certification, for reimbursement of the remainder of the application fee plus other expenses actually incurred toward attainment of the certification shall be limited to no more than 115 combined total for the first fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel shall be determined each fiscal year by verification of the length of time that advanced certification has been held, the length of time that West Virginia certification in the endorsement area has been held, and the total months of work experience completed in the endorsement area. The total number of professional personnel reimbursed in any fiscal year is dependent upon the legislative funding granted for that fiscal year, but shall not exceed 115 in any fiscal year. Additionally, recognition of only one advanced certification shall be allowed for any applicant for the purpose of obtaining the fee reimbursement and/or the salary supplement.

23.6.b. Reimbursement Schedule. Beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 who hold advanced certification by ASHA, NBCC, WVBEC, NASP, or NBCSN, and who are employed in the West Virginia public schools, shall be granted an annual salary supplement of \$2,500.00 for the life of the advanced certification, or for 10 years for any one certification, whichever first expires, with an additional 115 professional personnel allowable each fiscal year thereafter. Additionally, beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 are eligible for reimbursement of one-half of the fee for advanced certification upon enrollment, and upon attainment of the advanced certification are eligible for reimbursement of the remaining one-half of the fee, plus other expenses actually incurred which are not to exceed \$600 maximum, toward attainment of the advanced certification, maximum with reimbursement for an additional 115 professional personnel allowable each fiscal year thereafter.

23.6.c. Applications will be accepted from January 1 through September 15 each year for processing for SLPs, audiologists, counselors, school psychologists and school nurses. Applications received after the annual September 15 deadline through the following January 1 will be denied for reimbursement or salary supplement. Beginning January 1 of each year, applications received by the September 15 deadline for that year will be reviewed and ranked according to the criteria defined in §23.6 to identify the 115 additional applications eligible for payment during that year. These criteria include: total months that board certification has been held; total months of employment in a school system as a SLP, audiologist, counselor, school psychologist or school nurse; and total months that West Virginia certification as a SLP, audiologist, counselor, school psychologist or school nurse has been held. Only applicants who are employed in the West Virginia public school system as a SLP, audiologist, counselor, school psychologist or school nurse at the time of application are eligible for this reimbursement or salary supplement.

23.7. Procedures for Obtaining Fee and Expenses Reimbursement and/or Salary Supplement for National Certification in Speech Language Pathology, Audiology, Counseling, School Psychology or School

Nursing. Eligible professional personnel who enroll in or complete the initial ASHA, NBCC, WVBEC, NASP, or NBCSN certification may submit a request for reimbursement of one-half of the fee for enrollment and one-half of the fee for completion, and up to a maximum of \$600.00 for extra expenses incurred for the initial certification, as allowable under federal I.R.S. guidelines, by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: appropriate verification of payment of the advanced certification application fee(s); and verification that the applicant is enrolled in or has completed the advanced certification process; and a copy of the ASHA, NBCC, WVBEC, NASP, or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification, if applying for completion or extra expenses incurred fees; and receipts for allowable expenses actually incurred, if applicable; and verification of the criteria listed in §23.3; and other documentation as required.

23.7.a. Eligible professional personnel who complete advanced ASHA, NBCC, WVBEC, NASP, or NBCSN certification may submit a request for the annual salary supplement by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: a copy of the ASHA, NBCC, WVBEC, NASP, or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification; verification of the criteria listed in §23; and verification of current employment in the West Virginia public schools as a SLP, audiologist, counselor, school psychologist or school nurse.

#### **126-136-24. Advanced Credentials.**

24.1. Advanced Credentials are awarded to educators for completing professional learning, coursework, and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for the initial issuance and subsequent renewal. Advanced Credentials may be required for employment.

24.2. Validity Period. The validity period of each Advanced Credential will differ. Any Advanced Credential that is not issued on a permanent basis shall expire on June 30 in the year in which it is set to expire. An Advanced Credential issued on a permanent basis shall remain as such provided the Professional Teaching Certificate remains valid and the Advanced Credential is not surrendered, suspended, or revoked.

24.3. Conditions of Issuance. The applicant for an Advanced Credential must submit evidence of satisfying the specific conditions for issuance for the specialization for which the Advanced Credential is requested.

24.4. Types of Advanced Credentials. Advanced Credentials shall be recommended to the WVBE by the WVDE for approval. Upon approval by the WVBE, the WVDE may begin to issue the Advanced Credential to eligible applicants.

24.4.a. Technology Integration Specialist. The Technology Integration Specialist serves public schools in an instructional support capacity. The Technology Integration Specialist Advanced Credential is valid for one year and shall expire on June 30. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate, or an Adult License endorsed for Adult Basic Education as described in §11.8; and completion of 40 days (320 clock hours) of professional learning credit related to technology integration programs offered or approved by the WVDE; and receive the recommendation of the county superintendent.

24.4.b. Renewal of the Technology Integration Specialist. The Advanced Credential endorsed for Technology Integration Specialist may be renewed upon submission of the following evidence: hold a valid West Virginia Professional Certificate, or an Adult License endorsed for Adult Basic Education as described in §11.8; and completion of five days (40 clock hours) of professional learning credit related to technology integration programs offered or approved by the WVDE. The professional learning must be completed between July 1 of the previous year and June 30 of the current year in which the renewal is sought; and receive the recommendation of the county superintendent.

24.4.c. Permanent Advanced Credential for Technology Integration Specialist. The permanent Advanced Credential for Technology Integration Specialist is awarded upon successful completion of the required WVDE approved professional learning and/or coursework. The applicant for licensure must provide evidence of completing the following criteria: held an initial Technology Integration Specialist Advanced Credential and completed two renewals of the Technology Integration Specialist Advanced Credential. The credential must have been held three consecutive years without lapse; and completion of five days (40 clock hours) of professional learning credit related to technology integration programs offered or approved by the WVDE. The professional learning must be completed between July 1 of the previous year and June 30 of the current year in which the permanent advanced credential is sought; and receive the recommendation of the county superintendent.

24.4.d. Renewal of Mentor Teacher or Master Mentor Teacher. The Advanced Credential endorsed for Mentor Teacher or for Master Mentor Teacher shall be renewed upon submission of the following evidence: hold a valid West Virginia Professional Certificate and a valid or expired Mentor Teacher or Master Mentor Teacher Certificate; and completion of at least two additional days (15 clock hours) of professional learning offered through the WVDE after June 1, 2006, that is consistent with the goals identified by the WVBE and after the issuance of the Advanced Credential being renewed; and receive the recommendation of the county superintendent.

24.4.e. Advanced Placement Teacher. The Advanced Placement teacher delivers instruction in college-level courses, approved by the College Board, in the high school setting. The Advanced Credential endorsed for the Advanced Placement Teacher is valid for a period of three years and shall expire on the June 30 in the year in which is set to expire. The applicant for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; and completion of any one of the following:

24.4.e.1. Advanced Placement Institute. Successfully complete a 30-clock hour College Board endorsed Advanced Placement Summer Institute or an equivalent College Board endorsed Advanced Placement Summer Institute offered through the WVDE or an out-of-state provider endorsed by the College Board. All professional learning for the initial Advanced Placement Teacher Advanced Credential must have been completed subsequent to June 1, 2005; or

24.4.e.2. Be accepted by the College Board to read exams and participate in at least one Advanced Placement Exam Reading; or be accepted by the College Board to offer institutes and workshops and deliver at least one course-specific institute or workshop; or successfully serve as a mentor to a novice Advanced Placement teacher; or successfully complete at least three semester hours of coursework directly related to the Advanced Placement course for which licensure is sought; and successfully complete the Advanced Placement Course Audit required by the College Board; and receive the recommendation of the county superintendent.



24.4.e.3. Renewal of Advanced Placement Teacher. The applicant for licensure must submit evidence of successful completion of the requirements identified in §24.4.e. The requirements for renewal must have been met subsequent to the renewal of the license being renewed and within five years of the date of application.

24.4.f. Personal Finance Education Specialist. The advanced credential endorsed for Personal Finance Education Specialist is awarded upon completion of professional learning offered/approved by the WVDE. The Personal Finance Education Specialist delivers instruction to students in grades K-Adult utilizing the Teach 21 framework. The Advanced Credential endorsed for Personal Finance Education is valid for a period of three years and shall expire on June 30 in the year in which it is set to expire.

24.4.f.1. The applicant for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; and successfully complete professional learning on personal finance education provided and/or approved by the WVDE; and document the integration of personal finance education into the core curriculum utilizing the WVDE personal finance instructional model.

24.4.f.2. Renewal of the Personal Finance Education Specialist. The Advanced Credential endorsed for Personal Finance Education Specialist may be renewed upon submission of the following evidence: hold a valid West Virginia Professional Certificate; and completion of professional learning related to personal finance education knowledge, skills, and pedagogy offered/approved by the WVDE or another nationally recognized organization; or successfully complete at least three semester hours of coursework from a regionally accredited IHE and directly related to the field of Personal Finance Education.

24.4.f.3. Permanent Advanced Credential. The Advanced Credential endorsed for Personal Finance Education Specialist may become a permanent Advanced Credential. The applicant for the permanent Advanced Credential endorsed for Personal Finance Specialist must submit evidence of meeting the following criteria: hold a valid West Virginia Professional Certificate; and hold a valid or expired Advanced Credential endorsed for Personal Finance Education Specialist, having renewed it at least one time at the appropriate renewal period; and completion of an additional five days professional learning related to personal finance education knowledge, skills, and pedagogy and offered/approved by the WVDE; and complete at least three semester hours of coursework from a regionally accredited IHE or its equivalent from West Virginia e-Learning, and directly related to the field of Personal Finance Education.

24.4.g. Teacher Leadership for Building School and Community Culture. The advanced credential for Teacher Leadership for Building School Culture is awarded upon completion of WVDE-approved Professional Learning or coursework delivered through a regionally accredited IHE related to facilitating the teacher's ability to support and sustain a cohesive school and community culture. Applicants for the Teacher Leadership for Building School and Community Culture Advanced Credential must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; and complete coursework and/or professional learning approved by the WVDE and directly related to teacher leadership for building school and community culture; and receive the recommendation of the county superintendent.

24.4.h. Business Education. The Business Education Specialist serves public schools in an

instructional capacity. The Business Education Specialist Advanced Credential is valid permanently. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate endorsed at a minimum for one of the following: 0710 Marketing Education or 0700 Distributive Education; and completion of fifteen (15) clock hours of professional learning approved by the WVDE, and successful completion of assignments related to Business Education programs offered by the WVDE; and receive the recommendation of the county superintendent.

24.4.i. Marketing Education. The Marketing Education Specialist serves public schools in an instructional capacity. The Marketing Education Specialist Advanced Credential is valid permanently. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; endorsed for one, at a minimum, of the following: 0400 Business Principles; 0419 Business Principles including Business Mathematics; 0500 Secretarial Studies or Occupation Commerce; 0519 Secretarial Studies including Business Mathematics; 0600 Business Education; 0605 Business Education including Business Math; or 0700 Distributive Education; and completion of 15 clock hours of WVDE-approved professional learning and successful completion of assignments related to Marketing Education programs offered by the WVDE; and receive the recommendation of the county superintendent.

24.4.j. CTE. Permanent advanced credentials for areas of CTE are awarded upon completion of Professional Learning/Coursework identified in the CTE Endorsements and Testing Manual on the WVDE website. The applicant for licensure must provide evidence of completing the following criteria: meet requirements identified in the CTE Endorsements and Testing Manual on the WVDE website; and meet professional learning/coursework as identified in the CTE Endorsements and Testing Manual on the WVDE website; and receive the recommendation of the County Superintendent, Multi-County CTE Administrator, or ODTP Superintendent or designee.

24.4.k. Permanent Advanced Credential for ORACLE. The permanent advanced credential for ORACLE is awarded upon completion of WVDE-approved professional learning and/or coursework. The applicant for licensure must provide evidence of completing the following criteria: hold a CTE Certificate or a Professional Teaching Certificate; and complete professional learning and/or WVDE-approved coursework related to CTE; and receive the recommendation of the county superintendent.

24.4.l. Permanent Advanced Credential for Certified Internet Webmaster. The permanent advanced credential for Certified Internet Webmaster is awarded upon completion of WVDE-approved professional learning and/or coursework. The applicant for licensure must provide evidence of completing the following criteria: hold a CTE Certificate or a Professional Teaching Certificate; and complete professional learning and/or WVDE-approved coursework related to CTE; and receive the recommendation of the county superintendent.

24.4.m. Advanced Credential for Initial Option Pathway. The Option Pathway teacher delivers instruction to those students enrolled in the Option Pathway program to prepare them for the high school equivalency assessment. The Option Pathway Advanced Credential is issued for a period equal to the validity period of the applicant's current professional teaching certificate, not to exceed five years and shall expire on June 30 in the year it is set to expire. The applicant must provide evidence of completing the following criteria: hold a valid Professional Teaching Certificate in any endorsement, grades K-12; and submission of commitment verifying the applicant's agreement to complete the required Option Pathway orientation professional learning approved by the WVDE Option Pathway Coordinator; and receive the recommendation of the county superintendent in which the applicant is employed.

24.4.m.1. Renewal of the Advanced Credential for Option Pathway. The Advanced Credential endorsed for Option Pathway shall be renewed upon submission of the following evidence: hold a valid Professional Teaching Certificate in any endorsement, grades K-12; and unduplicated professional learning offered or approved by the WVDE Option Pathway Coordinator equal to six hours annually.

24.4.m.2. All Option Pathway teachers, who are new to the Option Pathway program, are required during the first year to take the Option Pathway New Teacher Orientation. These hours will be counted toward the first year professional learning requirement. For subsequent renewal(s), completion of at least 18 clock hours (for a three year certificate) or 30 clock hours (for a five year/permanent certificate); and receive the recommendation of the county superintendent in which the applicant is employed.

24.4.n. Permanent Advanced Credential for Pet Grooming. The permanent advanced credential for Pet Grooming is awarded upon successful completion of the required WVDE-approved coursework. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate with an endorsement in Agriculture Education or Vocational Agriculture; and the permanent advanced credential is awarded upon successful completion of the required WVDE-approved coursework; and receive the recommendation of the employing county superintendent.

24.4.o. Advanced Credential: K-5 Master Math Teacher delivers math instruction to students in grades K-5. The advanced credential is issued upon completion of professional development offered/approved by WVDE. The Advanced Credential endorsed for K-5 Master Math Teacher is valid for three years and shall expire on June 30 in the year it is set to expire. The applicant for licensure must provide the following evidence of satisfying the following criteria: hold a valid West Virginia teaching certificate endorsed in Elementary Education K-6 or Multi-Subjects K-8 and currently teaching any grade(s) from K-5; and complete at least 6 professional development modules related to K-5 mathematics offered or approved by WVDE; and receive the recommendation of the county superintendent in which the applicant is employed.

24.4.o.1. Renewal of the K-5 Master Math Teacher. The Advanced Credential endorsed for the K-5 Master Math Teacher may be renewed upon submission of the following evidence: hold a valid West Virginia Elementary Education certificate and currently teaching any grade(s) from K-5; and complete at least two professional development modules related to K-5 mathematics offered or approved by WVDE; and receive the recommendation of the county superintendent in which the applicant is employed.

#### **126-136-25. Severability.**

25.1. If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

**Appendix A**  
**Programmatic Levels and Specializations Recognized on the Professional License**

**Recognized Programmatic Levels**

Preschool Education	Pre-k-Pre-k
Preschool to Adult	Pre-k-Adult
Kindergarten to Grade 12	Grades K-12
Early Education	Pre-k-K
Early Childhood	Grades K-4
Elementary Education	Grades K-6
Middle Childhood	Grades 5-9
Adolescent	Grades 9-Adult
Adult	Adult

**Grade Level Options for General Education Specializations**

Agriculture	5-Adult
Algebra II	5-Adult
American Sign Language	Pre-k-Adult, 5-Adult
Any Modern Foreign Language	Pre-k-Adult, 5-Adult
Art	Pre-k-Adult, 5-Adult, 5-9
Biology	9-Adult
Business Education	5-Adult, 9-Adult
Business Education/Marketing	5-Adult, 9-Adult
Chemistry	9-Adult
Chemistry/Physics	9-Adult
Chinese	Pre-k-Adult, 5-Adult
Computer Science Education	Pre-k-Adult
Dance	Pre-k-Adult, 5-Adult
Driver Education	9-Adult
Earth & Space Science	5-Adult
Early Childhood Education	K-4
Early Education	Pre-k-K
Elementary Education	K-6
Elementary Mathematics Education	K-6
Elementary Mathematics Specialization	K-6
Elementary Mathematics Specialist <sup>2</sup>	K-6
English	5-Adult, 5-9
English as a Second Language	Pre-k-Adult
Family & Consumer Science	5-Adult
French	Pre-k-Adult, 5-Adult
General, Integrated Mathematics	5-Adult
General Mathematics through Algebra I	5-9
General Science	5-Adult, 5-9
Geometry	5-Adult
German	Pre-k-Adult, 5-Adult
Health	Pre-k-Adult, 5-Adult
Instructional Technology	Pre-k-Adult

Japanese	Pre-k-Adult, 5 Adult
Journalism	5-Adult, 9-Adult
Latin	5-Adult, Pre-k-Adult
Marketing	9-Adult
Mathematics (Comprehensive)	5-Adult
Middle Childhood	5-9
Music	Pre-k-Adult
Oral Communications	5-Adult, 9-Adult
Physical Education	Pre-k-Adult, 5-Adult, 5-9
Physics	9-Adult
Preschool Education	Pre-k-Pre-k
Reading Education	Pre-k-K, K-6, 5-Adult
Reading Specialist <sup>1,2,3</sup>	Pre-k-Adult
Russian	Pre-k-Adult, 5-Adult
School-Library Media	Pre-k-Adult
Social Studies	5-Adult, 5-9
Spanish	Pre-k-Adult, 5-Adult
Technology Education	5-Adult
Theatre	Pre-k-Adult, 5-Adult
Wellness (Health-Physical Education Combined Major)	Pre-k-Adult
<b>Grade Level Options for Special Education Specializations</b>	
Autism <sup>4</sup>	Pre-k-Pre-k, K-6, 5-Adult
Emotional/Behavior Disorders	K-6, 5-Adult
Gifted	1-12
Deaf and Hard of Hearing	Pre-k-Adult
Mentally Impaired (Mild/Moderate)	K-6, 5-Adult
Multi-Categorical (E/BD, MI, SLD, excluding Autism)	K-6, 5-Adult
Preschool Special Needs	Pre-k-K
Severe Disabilities	K-Adult
Specific Learning Disabilities	K-6, 5-Adult
Visual Impairment	Pre-k-Adult
<b>Grade Level Options for Student Support Specializations</b>	
Counselor <sup>2</sup>	Pre-k-Adult
School Nurse	Pre-k-Adult
School Psychologist <sup>2</sup>	Pre-k-Adult
Social Services and Attendance	Pre-k-Adult
Speech Language Pathologist <sup>2</sup>	Pre-k-Adult
Speech Assistant	Pre-k-Adult
<b>Grade Level Options for Administrative Specializations</b>	
General Supervisor <sup>2</sup>	Pre-k-Adult
Principal <sup>2</sup>	Pre-k-Adult
Superintendent <sup>2</sup>	Pre-k-Adult

<sup>1</sup>Graduate Level Certification Program Required

<sup>2</sup>MA Required

<sup>3</sup>Reading Specialist requires a completion of an MA in Reading Specialist or an MA and a Graduate Certification Program in Reading Specialist reflective on official seal bearing transcripts.

<sup>4</sup>Autism. An individual may not add the Autism Endorsement from solely taking the content area test for Autism. Please see section 19.3.9 for requirements to add Autism to a certificate.

The WVDE shall issue certificates for discontinued specializations only to those students enrolled in an approved program at the time the program was discontinued.

Grade Level Options for Classroom Assistant Teachers

Early Childhood Classroom Assistant Teacher (ECCAT) Authorization    Pre-k-K

Grade Level Options for Career Technical Specializations

All Specializations    5-Adult

Grade Level Options for Paraprofessionals

Paraprofessionals<sup>5</sup>    1-Adult

<sup>5</sup>Associate Degree required

**Appendix B**  
**Endorsements Eligible For The Permanent Authorization Of Grade Levels**

**General Education Specializations**

The following teachers assigned to serve students identified in the left column may be assigned to provide services to students identified in the right column provided they secure the appropriate authorization.

Art K-12 or 1-12	Pre-k-Adult
Art 1-9	Pre-k-9
Gifted 1-12, 1-6 or 5-12	1-12
Health 1-12 or K-12	Pre-k-Adult
Music K-12 or 1-12	Pre-k-Adult
Music 1-9	Pre-k-9
Physical Education K-12 or 1-12	Pre-k-Adult
Physical Education 1-9	Pre-k-9
Reading Specialist K-12 or 1-12	Pre-k-Adult
Reading Specialist 1-9	Pre-k-9
Hearing Impaired K-12	Pre-k-Adult
School Library/Media K-12	Pre-k-Adult
Severe Disabilities K-12 or K-AD	Pre-k-Adult
Visually Impaired K-12 or K-AD	Pre-k-Adult

**Student Support Specializations**

The following school support service personnel assigned to provide services to students identified in the left column may be assigned to provide services to students listed in the right column provided they secure the appropriate authorization.

Counselors K-8	Pre-k-8
Counselors K-9	Pre-k-9
Counselors K-12	Pre-k-Adult
Counselors 1-9	Pre-k-9
Counselors 7-12 or 5-12	7-Adult or 5-Adult
Speech and Hearing Therapy K-12 or 1-12	Pre-k-Adult
Speech and Hearing Therapy 1-9	Pre-k-9
Educational Audiologist K-12	Pre-k-Adult
Speech Language Pathologist K-12	Pre-k-Adult
School Nurse K-12	Pre-k-Adult
Speech Therapy 1-12	Pre-k-Adult
School Psychologist K-12 or 1-12	Pre-k-Adult

**Administrative Specializations**

The following school administrators and supervisors assigned to serve students identified in the left column may be assigned to provide services to students listed in the right column provided they secure the appropriate authorization.

Superintendents K-12 or 1-12  
Principals K-8 or 1-8  
Principals K-9 or 1-9  
Principals 7-12 or 5-12  
Supervisors General Instruction K-12

Pre-k-Adult  
Pre-k-8  
Pre-k-9  
7-Adult or 5-Adult  
Pre-k-Adult



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